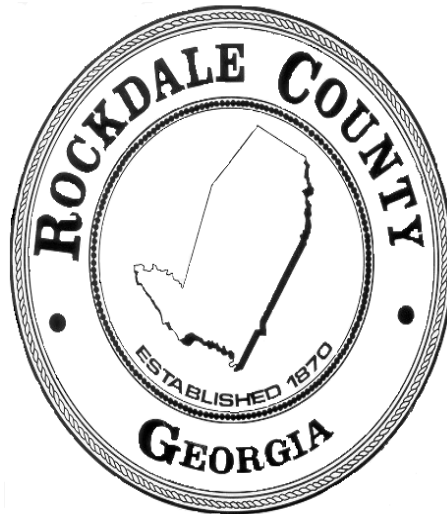


ROCKDALE COUNTY, GEORGIA

April 12, 2023

Annual Mowing Maintenance

**INVITATION TO BID
No. 23-05**



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

INTRODUCTION:

This is an Invitation to Bid for the purchase of **ITB# 23-05: Annual Mowing Maintenance 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 shadawna.pacley2@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Shadawna Pacley
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax (770) 278-8910
E-mail: shadawna.pacley2@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 the disqualification of the bidder.

BID COPIES FOR EVALUATION:

Two (2) hard copies and one (1) original hard copy and one (1) Flash Drive in Adobe PDF format will be required for review purposes. (*With the original 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 Drives to ensure that they have the appropriate material on it before submitting.

CONTRACT TERM:

The initial term of the contract is one year. The contract may be renewable at one-year increments up to five (5) years from the initial term.

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, on Thursday, May 4, 2023.** Bids received after this time will not be accepted. Bidders are not required to attend the bid opening.

PRE-BID/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 shadawna.pacley2@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, April 27, 2023**. 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, 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 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, 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.

SILIENCE OF SPECIFICATIONS

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

OPTION TO AUDIT

Successful bidder will be required to maintain complete records during the life of the contract and for a period of one year after completion of the contract. Such records are to be made available to the County if officially requested, to be audited by a designated County auditing staff. In such audits reveal overcharges and/or undercharges, such will be adjusted and compensation made by either party to correct charges.

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.

The Bidder declares an understanding that the quantities shown for unit price items are subject to either increase or decrease, and that should the quantities of any of the items of Work be increased, the Bidder proposes to do the additional Work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for additional costs or anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of Work, at which time adjustment will be made to the Contract amount by direct increase or decrease. No guarantee can be made as to the number, size or value or type of scope of projects that may be assigned under this contract. Bidders must take into consideration that any combination of bid items may be assigned as a work package. Bidders are cautioned to price bid items in a balanced manner such that the costs of the items appropriately stand alone or in a combination with other items.

SELECTION PROCESS:

The Rockdale County Procurement Office and/or Evaluation Committee makes 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.

INSURANCE:

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:	Limits of Liability:
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Environmental Impairment Liability (with 1 year extended reporting period)	
Each Occurrence	\$1,000,000.00
Aggregate	\$2,000,000.00
Professional Liability/General Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Invitation to Bid (ITB) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
 958 Milstead Avenue
 Conyers, GA 30012

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 RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP 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.

LOCAL VENDOR PREFERENCE POLICY

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Invitations to Bid and Request for Proposals. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Proposal. The Policy will give the local bidder the opportunity to match the price of a non-local vendor's bid price if they are low and within 5% of the low bidder's price on Invitations to Bid. A copy of the Policy may be downloaded from the County website at www.rockdalecountyga.gov, Bid Opportunities. Local vendors interested in being considered for the Local Vendor Preference must submit an

The Local Vendor Preference Policy: will apply to this ITB.

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 #23-XX 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, Telegraphic 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:**EASEMENT/RIGHT-OF-WAY MAINTENANCE**

PART 1 - GENERAL

1.1 WORK THIS SECTION

- A. The work to be performed under this specification shall consist of maintaining roadside vegetation from County Right-of-Way areas and associated facility sites on a scheduled and/or emergency basis. (In the following discussion "ROW" refers to Rockdale DOT rights-of-way areas and associated facility sites).
- B. In addition to vegetation roadside maintenance litter removal will be required for all County assigned Right-of-Way areas.
- C. Safety and Traffic Control Plans will be submitted to the Rockdale DOT for approval.

1.2 REFERENCES

- A. General Conditions for Rockdale County Construction Contracts, Rockdale County

1.3 DEFINITIONS (None Cited)

1.4 QUALIFICATIONS

- A. Qualification documentation will be submitted as a part of all the Bids.
- B. The Contractor must meet all of the following criteria to be considered qualified to propose and/or bid on the subject contract.
 1. The Contractor, or their subcontractor, must document that they, not their parent company or related company or the experience of an individual/s, have been in this line of business a minimum of five (5) years.
 2. The Contractor, or their subcontractor, must document that they, not their parent company or related company or the experience of an individual/s, have cleared a minimum of 1,000,000 square feet of ROW in the past two (2) years. This documentation shall include the mowing of grass, maintenance and removal of brush, and pickup and removal of litter expected on this contract. This documentation shall include locations, references (including names and phone numbers), and square footages.

1.5 EXPERIENCE

- A. Experience documentation will be submitted as a part of all the Bids. The Contractor shall provide the County with written documentation that the supervisor, field crew leaders and equipment operators responsible for this work have received the proper training, are certified, and have the requisite experience. This documentation will include dates of hands-on experience, employer, description of duties/experience, contact name and phone number. Documentation on any person shall not be longer than 1-page.
- B. Supervisor of the field crews must be properly trained in the function and have a minimum of five (5) years experience in performing ROW maintenance including safe working practices, proper maintenance procedures, and experience in the types of maintenance equipment that will be used for this contract.
- C. Field crew leaders must be properly trained in this function and have a minimum of three (3) years hands-on experience in performing ROW maintenance including safe working practices, proper maintenance procedures, and experience in the types of maintenance equipment that will be used for this contract.

- D. Equipment operators must be properly trained in this function and have a minimum of two (2) years hands-on experience in performing ROW maintenance including safe working practices, proper maintenance procedures, and experience in the types of maintenance equipment that will be used for this contract.
- E. Maintenance laborers must be properly trained in this function including safe working practices, proper maintenance procedures, and experience in the types of maintenance equipment that will be used for this contract.

1.6 PERSONNEL

- A. The Supervisor must visit the project daily, checking on their personnel and subcontractors, meeting with the field crew leaders, and checking on the project's status and progress.
- B. A field crew leader must be with their crew when their crew is working. Each field crew leader can only have one field crew. Each crew must have its own field crew leader and shall be able to communicate with a two-way radio or cellular telephone. Rockdale reserves the right to request that the Lead Crew Worker must also speak and understand the English Language.
- C. Contractor must provide services during the growing season or as needed during normal business hours, Monday through Friday from 8:00 a.m. – 5:00 p.m.

1.7 MEASUREMENT AND PAYMENT

- A. Payment for machine ROW maintenance shall be made at the unit price bid. Payment will be full compensation for furnishing all materials, supervision, labor, transportation, fuels, tools and equipment, necessary to perform all work including hand maintenance around manholes, stream banks and other obstructions, removal or mulching of debris and taking all cleared items to ground level including tree stumps.
- B. Payment for litter ROW maintenance shall be made at the unit price bid. Payment will be full compensation for furnishing all materials, supervision, labor, transportation, fuels, tools and equipment, necessary to perform all work including hand maintenance around manholes, stream banks and other obstructions, removal or mulching of debris and taking all cleared items to ground level including tree stumps.
- C. Payment for temporary traffic control shall be made at the unit price bid. Payment will be full compensation for furnishing all materials, supervision, labor, transportation, fuels, tools and traffic control equipment, necessary to perform all work during maintenance operations.

PART 2 -PRODUCTS

- A. Blades on all equipment shall be kept sharp. Blades showing excessive wear or damage shall not be used. Brakes on all mowing equipment must be properly maintained and operative. All mowing equipment shall be equipped with safety guards to prevent the mowers from throwing rocks or debris. Guards shall be in place and in a down position while mowing is occurring.

PART 3 -EXECUTION

3.1 GENERAL

- A. Easements/rights-of-ways that will be encountered can vary in width and condition from wet, low-lying next to creeks, streams and rivers, to ROW in fully developed neighborhoods and business districts, to ROW on sloped embankments, or work at county-owned facilities. Minimum Right-of-Way is listed in ordinance Sec. 332-1, any variations will not occur without the written permission of the County.
- B. The ROW to be maintained will be selected and assigned by the Rockdale Department of Transportation via exhibit A.

- C. On properties where the owner has maintained the easements/rights-of-way, mowing maintenance will not occur without the written permission of the County.
- D. The Contractor will meet with the County Representative to review & verify potential mowing maintenance routes prior to beginning work.
- E. All grasses, natural debris, brush, etc. will be trimmed with any excess mulch uniformly spread on the ROW. The County Inspector must approve the work site prior to being submitted for payment. Burning or burying will not be allowed. Excessive thickness of mulch will not be allowed. The Contractor may be required to relocate or distribute any excessive amount of mulch onto other County easements/rights-of-ways. This relocation or redistribution of mulched debris is included in other ROW maintenance unit prices.
- F. All litter and trash debris will be picked up, removed, and stored in county approved disposable bags during each work day. All daily trash will be taken to a local waste facility of the County's choosing.
- G. Limits of maintenance shall be measured from the edge of the roadway as follows:

TABLE OF MINIMUM RIGHT-OF-WAY AND LANE WIDTHS

Street Category	Minimum R-O-W	Lane Width*
Principal Arterial Ditch section/ 20 ft. median C&G/20 ft. median C&G, undivided	120 ft. 120 ft. 120 ft.	12 ft. 12 ft. 12 ft.
Minor Arterial Ditch section C&G section	100 ft. 100 ft.	12 ft. 12 ft.
Collector Street Ditch section C&G section	80 ft. 80 ft.	12 ft. Standard; 11 ft. Minimum 12 ft. Standard; 11 ft. Minimum
Local Street Residential/Subdivision (C&G) Commercial/Industrial/Other	50 ft. 60 ft.	11 ft.* 12 ft. Standard; 11 ft. Minimum
Cul-de-sac Commercial/Industrial Residential	75 ft. radius 50 ft. radius	65 ft. radius 40 ft. radius

* County may direct a wider or narrower width to be mowed.

3.2 PUBLIC NOTIFICATION

- A. Per the County ROW maintenance policy the County will attempt to notify all affected landowners a minimum of 45 calendar days in advance of initial maintenance of easements; subsequent ROW maintenance (re-cuts) may be done without notification.
- B. The Contractor will be responsible for notifying all property owners via advance notice flyers a minimum of five (5) working days prior to maintenance on their property. The County must approve the verbiage used on the notice.

- C. If a conflict arises with a property owner, the Contractor shall notify the County Representative immediately.
- D. The Contractor will provide and place "Right-of-Way" signs in prominent locations where ROW maintenance is planned 24-hours in advance of commencing the work. Signs will be a minimum of 24 inches wide by 18 inches high with the main message in a minimum of 2.5-inches high letters. Contractor name and phone number will be in a minimum of 1.5-inch high letters. Signs will be supported a minimum of 12 inches above grade by integral metal frames. Wording on the signs shall be similar to the following:

"ROW MAINTENANCE"

"Contractor Name" and "Phone Number"

- E. The right-of-way signs will be placed in the right-of-ways of affected properties and where ROWs cross rights-of-way.
- F. The right-of-way signs shall be moved along with and in front of the work progress.

3.3 DOCUMENTATION

- A. The Contractor shall complete work on each asset as assigned via the County's Computerized Work Order Management system. Upon start of work, the Contractor shall receive work orders as assigned by the Project Manager. The Contractor shall utilize the Mobile Work Manager to maintain and synchronize the status of each rehabilitation work order issued.

END OF SECTION



Rockdale County
Department of Transportation

Mowing Maintenance Activity Schedule
URBAN STREETS

FREQUENCY	ACTIVITY/DESCRIPTION
<p>FOUR (4) WEEK CYCLE</p>	<ol style="list-style-type: none"> 1. Mow all urban and other road profile grassed areas. (March - November) 2. Side trim encroaching limbs to maintain clear zone for vehicle and pedestrian passage and lines of sight. (March - November) 3. Spray weeds in concrete, curbs, sidewalks & islands, in tree mulch rings, and around posts. 4. Remove all roadside litter. (Year round)
<p>ANNUALLY</p>	<ol style="list-style-type: none"> 1. Mulch and prune planted trees and shrubs. (January-February) 2. Apply soil sterilant to posts*, poles, and guardrails. (February) * Exception - Mailbox Posts 3. Clear large areas of brush if encroachment to road function exists. (November - February)
<p>PERIODICALLY/ AS NEEDED</p>	<ol style="list-style-type: none"> 1. Remove dead or hazardous tree limbs and trees. 2. Restore damaged areas of grass or landscape plantings. 3. Perform special project duties. 4. Support emergency storm response actions.



Rockdale County
Department of Transportation
Mowing Maintenance Activity Schedule
RURAL ROADS

FREQUENCY	ACTIVITY /DESCRIPTION
TEN(10)WEEK CYCLE	<ol style="list-style-type: none"> 1. Mow rural road profile shoulders and front slopes. (March - November) 2. Side trim encroaching limbs to maintain clear zone for vehicle and pedestrian passage and lines of sight. (March - November) 3. Spray incidental weeds in concrete areas and at posts and guardrails. 4. Removed all roadside litter. Increase frequency in areas of high incidence. (Year round)
ANNUALLY	<ol style="list-style-type: none"> 1. Mow rural road profile backslopes. (Mid-summer) 2. Mulch and prune planted trees and shrubs (January - February) 3. Apply soil sterilant to posts*, poles, and guardrails. (February) *Exception - Mailbox posts 4. Clear large areas of brush if encroachment to road function exists. (December - February)
PERIODICALLY/ AS NEEDED	<ol style="list-style-type: none"> 1. Remove dead or hazardous tree limbs and trees. 2. Restore damaged areas of grass or landscape plant ings. 3. Perform special project duties. 4. Support emergency storm response actions.



Rockdale County
Department of Transportation

Mowing Maintenance Activity Schedule
GATEWAYS/PARKWAYS

FREQUENCY	ACTIVITY/DESCRIPTION
<p>FOUR (4) WEEK CYCLE</p>	<ol style="list-style-type: none"> 1. Mow all rural profile grassed areas (march - November. 2. Trim overgrowth of grass runners along curb and sidewalk edges. 3. Side trim encroaching limbs to maintain clear zone for vehicle and pedestrian passage and lines of sights. (March - November) 4. Spray weeds in shrub beds and paved areas as needed. (March - November) 5. Pull or trim weeds too large to spray. 6. Removed all roadside litter. (year round)
<p>ANNUALLY</p>	<ol style="list-style-type: none"> 1. Edged curb lines and sidewalk edges (November) 2. Remove heavier accumulations of debris from curbs. 3. Apply soil sterilant to posts*, poles, guardrails, and expansion joints. (February) *Exception - Mailbox Posts 4. Clear large areas of brush if encroachment to road function exist s. (November - February)
<p>PERIODICALLY/ AS NEEDED</p>	<ol style="list-style-type: none"> 1. Remove dead or hazardous tree limbs and trees. 2. Restore damaged areas of grass or landscape plantings. 3. Perform special project duties. 4. Support emergency storm response actions.

JURISDICTION	NEW ROAD	LENGTH MILES
COUNTY	ABBOTT LAKE RD SW	0.504103877
COUNTY	ABBOTT RD SW	1.183753604
COUNTY	ADRIAN CIR SW	0.34
COUNTY	ALEXANDERS LAKE RD SW	1.89100255
COUNTY	ALMAND RD NW	1.867295634
COUNTY	BAILEY CREEK RD SW	0.727234131
COUNTY	BAILEY RD SW	0.740300289
COUNTY	BELL RD SE	1.05342697
COUNTY	BETHEL RD NE	2.456590165
COUNTY	BETHEL RD NW	2.56491421
COUNTY	BLACK RD NE	0.498608262
COUNTY	BLACK SHOALS RD NE	1.966814055
COUNTY	BOOTH RD NE	0.624557049
COUNTY	BOAR TUSK RD NE	0.798533408
COUNTY	BONDS LAKE RD NW	2.398306336
COUNTY	BOWEN ROAD	1.1
COUNTY	BRYANT RD NW	0.23533869
COUNTY	CARR RD NE	1.081685074
COUNTY	CHANDLER RD NE	1.243476047
COUNTY	COOK RD SW	0.959278994
COUNTY	CORLEY RD NW	2.355518772
COUNTY	COSTLEY MILL RD NE	2.438927695
COUNTY	COWAN RD SE	1.887361279
COUNTY	CROWELL RD SE	0.528722719
COUNTY	DANIELS BRIDGE RD SW	0.985959121
COUNTY	DAY RD NW	1.055878366
COUNTY	DEER RUN DR SW	0.872915785
COUNTY	DENNARD RD NE	2.144238687
COUNTY	DIAL MILL RD NE	0.864183112
COUNTY	E HIGHTOWER TRL NE	2.134943884
COUNTY	EBENEZER RD SE	3.353195693
COUNTY	EDWARDS DR SE	0.107893719
COUNTY	FARMER RD NW	2.87869794
COUNTY	FIELDSTONE DR SE	1.113727232
COUNTY	FERN CREEK RD NE	0.474657804
COUNTY	FLAT BRIDGE RD SW	1.725349192
COUNTY	FLAT SHOALS RD SE	7.956552755
COUNTY	FORK RD NE	0.210235283
COUNTY	FRONTIER DR NW	1.860815247
COUNTY	GEES MILL RD NE	2.384898641
COUNTY	GLENN RD NE	1.30623965
COUNTY	GOODE RD SE	2.556541037
COUNTY	GRANADE RD SW	1.563322786
COUNTY	HARALSON MILL RD NE	2.244585896
COUNTY	HARPER RD SW	0.316659129

COUNTY	HI ROC RD NE	2.999817344
COUNTY	HILL ST NE	0.533317398
COUNTY	HOLMES DR SW	0.736881323
COUNTY	HONEY CREEK RD SE	3.430965992
COUNTY	HONEY CREEK RD SW	1.967079769
COUNTY	HULL RD SE	0.676481359
COUNTY	HUMPHRIES RD NW	1.514508465
COUNTY	HURST RD SW	0.925110456
COUNTY	IRWIN BRIDGE RD NW	4.363659352
COUNTY	JEREMIAH INDUSTRIAL SW	0.14315485
COUNTY	JOHNSON RD SW	1.307539647
COUNTY	KAY TERRACE SE	0.672732001
COUNTY	KINMOR INDUSTRIAL PKWY NW	0.17189626
COUNTY	KINNETT RD SE	0.579237998
COUNTY	KLONDIKE RD SW	3.603446008
COUNTY	LAKE CAPRI RD NW	1.32938994
COUNTY	LAKE ROCKAWAY RD NW	2.106797383
COUNTY	LAKESHORE DR NW	0.563276006
COUNTY	LENORA CHURCH RD NW	0.209848088
COUNTY	LESTER RD NW	1.617419825
COUNTY	LITTLE MOUNTAIN DR SW	0.708500593
COUNTY	MAIN ST NE	0.898702993
COUNTY	MCDANIEL MILL RD SW	3.583646409
COUNTY	MCWILLIAMS RD SW	0.699041961
COUNTY	MILLER BOTTOM RD NE	2.656291797
COUNTY	MINK LIVSEY RD NW	0.366760638
COUNTY	MT ZION RD NW	1.081746967
COUNTY	N HIGHTOWER TRL NE	0.76747169
COUNTY	N SALEM RD NE	0.215394505
COUNTY	OGLESBY BRIDGE RD SE	1.953748115
COUNTY	OGLESBY BRIDGE RD SW	2.64513465
COUNTY	OLD EAST FAIRVIEW RD	0.23
COUNTY	OLD SALEM DR SE	4.864324982
COUNTY	OLD UNION CHURCH RD SW	0.241769216
COUNTY	ONEAL RD SW	1.133377347
COUNTY	OWENS DR	0.30346552
COUNTY	PARR RD SE	0.319103255
COUNTY	PHILADELPHIA RD NE	2.146238511
COUNTY	PLEASANT HILL RD NW	3.150599587
COUNTY	PLUNKETT RD NW	0.66122137
COUNTY	POTTS RD SE	0.585284726
COUNTY	RALPH RD SE	0.706965274
COUNTY	ROCKBRIDGE RD NW	3.37753702
COUNTY	ROEBUCK RD NW	0.507673151
COUNTY	ROCKDALE DR NE	0.159386465
COUNTY	ROCKDALE DR NW	0.382403549

COUNTY	ROSEBUD DR NW	0.198850745
COUNTY	RICHARDSON RD SW	0.560032393
COUNTY	S BLACKLAWN RD SW	0.28361896
COUNTY	SALEM CHURCH RD NE	0.594373616
COUNTY	SCHEAFFER RD NE	0.158048073
COUNTY	SHEFFIELD RD NE	0.64194736
COUNTY	SIGMAN RD NE	5.008918064
COUNTY	SMYRNA RD SW	4.793192436
COUNTY	STANTON RD SE	2.524908364
COUNTY	SUNDAY RD	0.614019078
COUNTY	TATUM RD NE	0.270876256
COUNTY	THRASHER LN SW	0.36266912
COUNTY	TROUPE SMITH RD SE	1.433804136
COUNTY	TUCKER MILL RD SW	3.423707427
COUNTY	TURNER RD SW	1.120316565
COUNTY	UNDERWOOD RD SE	1.153943253
COUNTY	UNION CHURCH RD SW	6.824686283
COUNTY	UNION SPRINGS RD SW	0.9719176
COUNTY	VALLEY VIEW RD SW	0.500267614
COUNTY	VETERANS DR SW	0.237733606
COUNTY	W ADRIAN CIR SW	0.536639292
COUNTY	W HIGHTOWER TRL NE	1.66162574
COUNTY	W HIGHTOWER TRL NW	1.992623917
COUNTY	WALKER RD SW	0.918054216
COUNTY	WENDWOOD RD SW	0.882332848
COUNTY	WHISPERING PINES TRL NW	0.268572998
COUNTY	WHITE RD NE	2.388912585
COUNTY	WHITES CHAPEL RD SW	0.216908912
COUNTY	WILSON RD NW	1.780490498
COUNTY	ZINGARA RD NE	3.886820718

TOTAL MILES

195.85

BID FORM – ITB No. 23-05

Instructions: Complete all THREE parts of this bid form.

PART I: Bid Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

ITEM #	DESCRIPTION - include all expenses, overhead and profit	UNIT	UNIT COST	Yearly Estimated QUANTITY	TOTAL
ROW Maintenance By Machine					
1	Light (i.e. power tools, riding mower, etc)	Mile			\$
2	Medium (i.e. bush hog, etc.)	Mile			\$
3	Heavy (i.e. Track hoe, dozer, etc.)	Mile			\$
ROW Litter Maintenance By Hand					
4	Light (i.e. loose paper, bottles, etc.)	Mile			\$
5	Medium (i.e. mattress, bulk items, etc.)	Mile			\$
6	Heavy(i.e. furniture, appliances, etc.)	Mile			\$
Traffic Control Crew & Devices					
7	4-man crew with equipment	4- hour			\$
8	4-man crew with equipment	8-hour			\$
9	Traffic Control Devices only	TBD			\$
Miscellaneous					
10	Stump Grinding	Hour			\$
11	Debris Chipping	Hour			\$
12	Seed and Fertilize	Square Feet			\$
13	Mulching	Square Feet			\$
14	Solid Sod	Square Feet			\$
15	Remove and Reset Fencing	Linear Feet			\$
16	Emergency Mobilization Fee 24-hr response	Each			\$
17	Road for Temporary Access	SY			\$
18	Silt Fence – Type A	LF			\$
19	Silt Fence – Type C	LF			\$
20					\$
TOTAL:					\$

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	

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He is _____ (owner, partner officer, representative, or agent) of _____, the Vendor that has submitted the attached ITB;

(2) He is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached ITB or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached ITB are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20

Name _____

Title _____

My commission expires (Date)

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the sub-contractor that has submitted the attached ITB;

(2) He is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached ITB or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached ITB are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date)

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 _____, 201__.

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 _____, 201__.

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 _____, 201__.

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.

SUBCONTRACTORS

Instructions: Type or clearly print all information.

NAME, ADDRESS, & PHONE NUMBER OF SUBCONTRACTOR	SUBCONTRACT WORK ITEM	DOLLAR VALUE OF SUBCONTRACT WORK
1.		
2.		
3.		
4.		
5.		
6.		

Representative's Signature: _____ Date: _____

BIDDER'S CHECKLIST

_____ **Bid Bond in the Amount of 5% of the Total Bid Amount**

Note: Performance Bond, Payment Bond, and Proof of Insurance coverage are required after contract award.

_____ **THREE (3) HARDCOPIES (one original, two photocopies) and ONE (1) FLASH DRIVE (containing a copy in Adobe PDF format) of the following documents: all documents shall be fully completed, signed, and dated:**

_____ **Bid Form (See Page 19-20)**

_____ **All Applicable Affidavit Forms (See Pages 21-26)**

_____ **Subcontractors (See Page 27)**

_____ **Any Proposed Deviations from the Required Specifications, Including Necessary Explanations and Conditions**

_____ **Proof of Business License**

_____ **Proof of Georgia General Contractor or Utility Contractor License**

_____ **Proof of GDOT Prequalification**

The purpose of this checklist is to remind bidders of the documents generally required for the bid submittal. It is the bidder's responsibility to include additional documents requested in the bid that may not be shown on the checklist, if applicable.