

**REQUEST FOR PROPOSAL**

**No. 15-05**

**ROCKDALE COUNTY, GEORGIA**

**March 2015**

**GUARDRAIL MAINTENANCE**

**FOR:**



**ROCKDALE COUNTY  
DEPARTMENT OF TRANSPORTATION  
2570 OLD COVINGTON HWY  
CONYERS, GA 30012**

**AND**

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

**INTRODUCTION:**

Rockdale County is soliciting a Request for Proposals (RFP) from firms or organizations to establish a contract for the **installation, maintenance, and repair of Guardrail** on Rockdale County roadways (off-system). Instructions for preparation and submission of a proposal are contained in this packet. Proposals 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, 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 invitation and all questions arising subsequent to award are to be addressed to the Procurement Officer at the following address:

Rockdale County Finance Department  
Attn: Tina Malone, CPPB, CPPO  
Procurement Officer  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7552, Fax (770) 929-4039  
E-mail: tina.malone@rockdalecounty.org

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers 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 proposer.

**SUBMISSION OF PROPOSALS:**

The following forms shall be returned with vendor's proposal:

- Proposal Form
- Contractor Non-Collusion Affidavit
- Subcontractor Non-Collusion Affidavit (This form will be required of any subcontractor performing work for the contractor)
- Contractor Affidavit under O.C.G.A §13-10-91(b)(1)
- Subcontractor Affidavit under O.C.G.A §13-10-91(b)(3)
- Affidavit Verifying Status For Public Benefit
- List Of Subcontractors (if used)
- References

**Four (4) hard copies and one (1) original hard copy and one (1) CD with a copy of the proposal in Adobe PDF format will be required for review purposes.** CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

**PROPOSAL DUE DATE:**

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M. EST, Thursday, April 9, 2015**. Proposals received after this time will not be accepted.

**PRE-PROPOSAL CONFERENCE:**

There will be a **MANDATORY** pre-proposal conference held at the Rockdale County Department of Transportation, Conyers, GA 30012, at **10:00 A.M. EST, Monday, March 30, 2015**. Any questions and/or

misunderstandings that may arise from this RFP must be submitted in writing and forwarded to the Procurement Officer at the above address or by email. It shall be the Proposers responsibility to seek clarification as early as possible prior to the due date and time. Any contractor who intends to submit a Proposal is required to attend this meeting.

#### **QUESTIONS AND CLARIFICATIONS:**

You should submit your questions and/or requests for clarifications about this RFP no later than **5:00 P.M., EST, Thursday, April 2, 2015**. Written responses from the County to the questions it receives will be issued in an addendum. Any questions and/or misunderstandings that may arise from this RFP must be submitted in writing and forwarded to the Purchasing Department at the above address or by email. It shall be the Proposers responsibility to seek clarification as early as possible prior to the due date and time.

#### **ADDENDA:**

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued as an addendum. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

Proposers should check with the Procurement Office frequently during the bidding process to verify that they have received all issued addenda. Proposers have the responsibility of making sure that they have received all issued addendums. Addenda are posted on the website at [www.rockdalecounty.org](http://www.rockdalecounty.org).

#### **CONTRACT TERM:**

The initial Contract Term will be for one (1) year from Contract Award with the option to renew for up to four (4) additional one (1) year periods with the same terms and conditions at the discretion of the County.

#### **QUALIFICATIONS OF OFFERORS:**

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

Proposals 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.

The Contractor shall not subcontract more than 25% of the services required to complete the scope. The Contractor shall not subcontract this Contract or any part thereof or any interest therein without the written consent of the County. Any subcontractor approved by the County will be subject to the same standards and qualifications as stated in the Contract.

#### **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.

#### **SILENCE 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 vendor 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.

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### **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.

### **SELECTION PROCESS**

Qualification selection will be based on ability, experience, resources, cost, references, and company history/organization. Award will be made to the lowest responsive and responsible respondent meeting all stated specifications and established evaluation criteria. Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal 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.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

### **EVALUATION CRITERIA:**

Evaluation criteria to be used in determining the selected vendor in order of importance are:

- |    |  |     |
|----|--|-----|
| 1. | Demonstrated ability / work experience                     | 35% |
| 2. | Dedicated resources & ability to deliver required services | 25% |
| 3. | Cost   | 20% |
| 4. | References   | 10% |
| 5. | Company organization & history                             | 10% |

## 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 Bids and Request for Proposals after May 1, 2013. 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 Invitation to Bids. A copy of the Policy may be downloaded from the County website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Under Finance/Purchasing.

The Local Vendor Preference Policy will  will not  apply to this RFP.

## INSURANCE:

The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

Coverage	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
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	
Excess Umbrella Liability	\$1,000,000.00 each occurrence

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for sixty (60) 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 County, 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 to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

**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.**

**GENERAL INFORMATION**

No proposals 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 proposal not properly addressed and identified.

**WITHDRAWAL OF PROPOSAL:**

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

**REJECTION OF PROPOSAL:**

Rockdale County may reject any and all proposals and must reject a proposal 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 proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal 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 proposers.

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

The proposer 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 proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer 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 proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

**INTEREST OF:**

By submitting a proposal, the proposer 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 proposal or in the contract which may be made under it, or in any expected profits to arise there from.

**DOCUMENTS DEEMED PART OF THE CONTRACT:**

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

## STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal 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 proposal price.
4. The following number, **RFP #15-05** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals 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 proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Telegraphic or Facsimile proposals 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.
  - i. Federal I.D. #58-6000882
  - ii. Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.



## **Technical Specifications**

### **SCOPE OF SERVICES**

The Scope of Work consists of the installation, maintenance, and repair or replacement of guardrails that have been erected in sections of the shoulders, medians and other locations on County right-of-way. Work under this Contract consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform maintenance services, installation and repair or replacement as necessary to the specified Work.

### **1. INSTALLATION, MAINTENANCE, AND REPAIR:**

**Guardrail:** This work shall consist of the repair and/or replacement of damaged guardrail components. The removal of damaged guardrail components shall be in accordance with Section 610 of the Specifications except that payment shall be included in the unit price for the various replacement components. All replacement components shall be installed to the most current design standard and in accordance with Section 641 of the Specifications and applicable Standard and Construction Detail. Any exceptions to this shall have the prior approval of the Engineer. In addition, all materials are to be replaced with like materials: wood post for wood post and steel post for steel post, unless directed otherwise by Engineer. All components installed shall be tightened and completed prior to opening the adjacent travel way to traffic.

**Guardrail Delineation:** No direct payment will be made for Guardrail Delineators or Guardrail End Delineation as this is considered incidental and the costs for this work should be included in the contract unit price bid for the various items. When guardrail delineation is needed as a separate item, it will be as directed by Engineer and paid for at the unit item rate in the Proposal Form.

### **2. MATERIALS AND TESTING**

The Engineer reserves the right to perform all sampling and testing in accordance with Section 106 of the Specifications. The Contractor shall furnish the applicable certifications and documentation for all materials as required by the Specifications. Material which is not properly certified will not be accepted.

### **3. LIMITATION OF OPERATIONS**

#### **3.01 SCHEDULING**

Schedule all work to ensure the least inconvenience and the utmost in safety to the traveling public, the Contractor's, and the County's forces.

- A. Perform the Work during daylight hours.
- B. Move equipment or materials on or across a traveled way in a manner as not to unduly interfere with traffic.
- C. Suspend operations if weather conditions are such that maintenance operations cannot be carried out in an effective manner.
  1. If such suspension occurs, notify the Engineer immediately and re-schedule that day's uncompleted tasks for another day during that same week.
  2. The County reserves the right to restrict operations when, in the opinion of the Engineer, the continuance of the Work could seriously hinder facility operations or jeopardize safety.

#### **3.02 LIMITATIONS**

- A. Lane Closures: The Contractor shall complete the required work of installing, maintaining, and removing the traffic control devices for lane closures and restoring traffic to existing traffic pattern. For routine and non-functional work, the Contractor shall detail any required lane closures in the Traffic Control Plan for Engineer approval.

- B. In addition, the Contractor shall not close or narrow a lane of traffic, detain and/or alter the traffic flow on or during holidays, holiday weekends, special events, or any other time when traffic is unusually heavy.

### **3.03 UTILITY CONFLICTS**

It shall be the responsibility of the Contractor to contact all affected utility owners and determine the precise locations of all utilities prior to beginning work activities. Utility owners shall be contacted a minimum of 48 hours prior to the commencement of operations. Special care shall be used in working around or near existing utilities; protecting them when necessary to provide uninterrupted service. In the event that any utility service is interrupted, the Contractor shall notify the utility owner immediately and shall cooperate with the owner, or his representative, in the restoration of service in the shortest time possible. Existing fire hydrants shall be kept accessible to fire department at all times. The Contractor shall adhere to all applicable regulations and follow accepted safety procedures when working in the vicinity of utilities in order to insure the safety of workers and the public.

### **3.04 DRIVEWAYS AND PRIVATE PROPERTY**

The Contractor shall maintain access to driveways for all residents and property owners throughout the life of the project. The Contractor shall not perform work for private citizens or agencies in conjunction with this project or within the project limits of this contract.

## **4. TRAFFIC CONTROL AND SAFETY**

### **4.01 MAINTENANCE OF TRAFFIC**

The Contractor shall maintain traffic during work activities and provide, install, and maintain all traffic control devices in accordance with these project guidelines, the Project Traffic Control Plans, the Project Special Provisions, Georgia County of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, 2013 edition, any Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

- A. The Contractor shall utilize complete and proper traffic controls and traffic control devices during all operations. All traffic control and traffic control devices required for any operation shall be functional and in place prior to the commencement of that operation. Signs for temporary operations shall be removed during periods of inactivity. The Contractor is required to leave the project in a manner that will be safe to the traveling public and which will not impede motorists.
- B. The Contractor shall comply with all applicable Federal, State, and local laws, ordinances, and regulations governing safety, health, and sanitation, and shall provide all safeguards, safety devices, and protective equipment, and shall take any other needed actions, on his own responsibility that are reasonably necessary to protect the life and health of employees on the job and the safety of the public, and to protect property in connection with the performance of the work covered by the contract.
- C. Failure to comply with any of the requirements for safety and traffic control of this contract shall result in suspension of work as provided in Subsection 108.06 of the Specifications.
- D. Parking trucks, vehicles, and other large equipment on grassed areas, under the drip line of existing trees, or in handicapped parking spaces, is prohibited.

## **5. SAFETY AND INCIDENT REPORTING**

Safety is the responsibility of the Contractor. Operate all equipment safely, as per manufacturer recommendations, and in accordance with all applicable codes, laws, ordinances, and regulations.

**5.01** Perform work in such a way to prevent damage to turf, trees, shrubs, groundcover, structures, site fixtures, and parked or moving vehicles.

**5.02** Be responsible for contacting and locating all utilities prior to digging. Any damage to utilities caused by the Contractor shall be corrected immediately by the Contractor at no expense to the County.

A. Contractor shall comply with Georgia Law by ensuring buried utilities are properly marked. They may do so by contacting 811.

1. Web site: [www.georgia811.com](http://www.georgia811.com).
2. Submitting a request on-line or by telephone.

B. Contractor shall perform no work until the site is marked, or that the Georgia 811 organization indicates that there are no buried utilities at the location.

**5.03** Verbally report any incidents that occur on site to the Engineer within one hour. Submit an incident report to the County within 24 hours that describes the accident in full, names of those involved with contact phone numbers, extent of injuries, and damage.

## **6. SUBCONTRACTORS**

A. The County expects the awarded contractor to be fully able to complete the Work as detailed in this Contract. The County may, at its discretion, allow the use of subcontractors to accomplish the Work.

B. If the County approves the use of a subcontractor, the Contractor will be held wholly responsible for the actions, quality, and timeliness of all work performed by the subcontractor. The County will communicate with the Contractor's Supervisor regarding all work.

C. All requests to hire a subcontractor must be approved in writing. A minimum of ten (10) working days is needed to evaluate a request. The written request from the contractor shall include the following:

1. A justification for the need to hire a subcontractor;
2. The name, address, and phone number of the proposed subcontracting company;
3. The number of employees proposed;
4. The locations of work and revised work schedule; and
5. The revised work crew roster list.

## **7. QUALITY ACCEPTANCE**

### **7.01 INSPECTIONS**

For the purpose of inspection and control, the County will monitor the Contractor's progress and performance each week.

A. Rejected work and/or materials deemed to be non-complaint shall be immediately removed or corrected within twenty-four (24) hours of notification or as directed by the Engineer.

## **8. PAYMENT**

Payment for services will be full compensation for all labor, materials, equipment, and incidentals necessary to complete the work required by this service agreement.

1. Payment will be made utilizing the contractor's submitted pricing for labor, equipment and guardrail maintenance upon receipt of properly prepared invoice.
2. Invoice Requirements: Verify the accuracy of the invoice prior to submission to the County.
  - a. Invoice errors/discrepancies may/will cause payment delay.
  - b. The County reserves the right to withhold payment for work not performed or unsatisfactory work and to deduct non-refundable deductions for tasks in non-compliance/default during the month.
  - c. Submit a certified invoice and other required information after the completion of each month's service. Reference the contract number and the County issued purchase order number on the invoice.
3. Submitted invoices shall include:
  - a. Monthly Material Usage Report listing labor, supplies and equipment used.

## **9. CONSTRUCTION PROJECTS**

The County reserves the right at any time to Contract for and/or perform other or additional work on or near the Work covered by the Contract.

If a road/parking lot/facility rehabilitation or improvement project is under construction or will be under construction where maintenance is scheduled, each contractor shall conduct the Work so as not to interfere with or hinder the progress or completion of the Work being performed by other Contractors. Contractors working on the same Project shall cooperate with each other.

Each Contractor involved shall assume all liability, financial or otherwise, in connection with this Contract and shall protect and save harmless the County from any or all damages or claims that may arise because of inconvenience, delay, or loss experienced by him because of the presence and operations of other Contractors working within the limits of the same Project.

The Contractor shall arrange the Work and shall place and dispose of the materials being used so as not to interfere with the operations of the other contractors within the limits of the same Project. The Contractor shall join his work with that of the others in an acceptable manner and shall perform it in proper sequence to that of the others.

## **10. CONSTRUCTION DAMAGES**

In the event that any damage occurs during and is caused by the Contractor's operations, the Contractor shall be required to repair or replace the damaged item with a like item at the Contractor's expense within eight (8) hours of the occurrence. If the said damage is not corrected in eight (8) hours and the damage has to be repaired or replaced utilizing County property or personnel, the cost of the repair or replacement will be calculated and deducted from the Contractor's payment.

## **11. PROSECUTION AND PROGRESS**

The Contractor will be required to prosecute the Work in a continuous and uninterrupted manner from the time he begins the Work until completion and final acceptance of the Project. During the maintenance and/or repair of damaged sections of guardrail, the Contractor shall replace all needed components of the guardrail as required by the Engineer and stabilize existing guardrail and appurtenances at the site. The Contractor will not be permitted to suspend his operations except for reasons beyond his control or except where the Engineer has authorized a suspension of the Contractor's operations in writing.

## **12. NOTIFICATION TERMS (COMPLETION SCHEDULE)**

During the course of the Contract Term, the County will periodically notify the Contractor when the need arises for removal and replacement of damaged guardrail and/or anchors. Notification will be made via email, fax, or phone. The Contractor shall start work within seven (7) calendar

days of the effective date on the Notice to Proceed and shall be completed no later than the time specified.

A stake, orange flagging, orange paint, CAD drawing or other methods agreed upon will mark the limits of removal and/or repair.

## **PROPOSAL FORMAT / SPECIFICATIONS**

A qualifying proposal must address **all** of the following points:

### **1. Demonstrated Technical Ability / Work Experience**

- a. Basic company information, type of organization, size, background of Principal(s) and association affiliations.
- b. State the true and exact, correct, and complete name under which you do business.
- c. How many years has your organization been in business as a Contractor performing guardrail installation, maintenance and/or repair?
- d. Outline experience, education, training and years of practice in the State of Georgia.
- e. Briefly describe the nature and contract value of projects typically executed by your organization related to this project. Contractor is required to demonstrate specific expertise relating to the requirements of the technical specifications.
- f. List a minimum of three projects/contracts that you have completed similar in type, size, and nature as the one proposed. Preference should be given to municipal/county projects and projects completed within Rockdale County. Provide the following information for each project:
  - Name of Project
  - Owner
    - Contact and Phone Number
    - Address
  - Engineer
    - Contact and Phone Number
    - Address
  - Date Started
  - Date Completed
  - Value of Contract
  - Description of Project

### **2. Dedicated Resources & Ability to Deliver Required Services**

- a. Attach qualifications, experience, and certifications for proposed key personnel who will be assigned to the project if awarded, including subcontractors or joint venture firm, if appropriate.
- b. Has your organization ever failed to complete work awarded to you? If so, where, when, and why?
- c. Has your organization filed a construction claim against the Owner on any work awarded to you within the last five years? If so, where, when, and why?
- d. Has your organization filed a construction claim against the Engineer on any work awarded to you within the last five years? If so, where, when, and why?
- e. Has your organization had to pay liquidated damages on any work awarded to you within the last five years? If so, where, when, and why?

- f. List major projects your organization has in progress, giving the name of the project, owner, architect/engineer, contract amount, percent complete, and scheduled completion date.

### **3. Cost**

- a. Provide Unit Prices on the Proposal Form to complete the services as specified under the technical specifications.
- b. Provide insurance coverage and certificates as specified in the insurance requirements of this proposal.

### **4. References**

- a. Provide at least three (3) references familiar with your company abilities. Preference should be given to municipalities and/or counties. References should not be a current employee or subcontractor that will be utilized by your firm. Provide reference name, address, phone number of individual to contact for referral, and description of project. Please provide this information on the References Form attached.

### **5. Company Organization & History**

- a. Description of the staffing organization to be used for the project.
- b. Briefly describe the history of your organization.
- c. Under what other or former names has your organization operated?
- d. State the true and exact, correct, and complete address of facility where service will be provided from.
- e. Provide a copy of your firm's valid State of Georgia business license, issued by the County or City in which you operate.
- f. How many years has your organization been in business under its present name?

**PROPOSAL FORM – RFP# 15-05**

Instructions: Complete all THREE parts of this proposal form.

**PART I: Proposal Summary**

Pay Item No.	Item Description	Unit	Quantity	Unit Price
150-1000	Traffic Control	DAY	1.00	
610-1055	Remove Guardrail, All Types	LF	1.00	
610-1075	Remove Anchor, All Types	EA	1.00	
641-1200	Guardrail Type "W" (Under 75 LF)	LF	1.00	
641-1201	Guardrail Type "W" (Over 75 LF)	LF	1.00	
641-1100	Guardrail Type "T" (Under 75 LF)	LF	1.00	
641-1101	Guardrail Type "T" (Over 75 LF)	LF	1.00	
641-5001	Anchorage Type 1	EA	1.00	
641-5012	Anchorage Type 12	EA	1.00	
641-1202	Guardrail Type "W" w/ 7' Post Length	LF	1.00	
641-1203	Guardrail Type "W" w/ 9' Post Length	LF	1.00	
641-1204	Guardrail Delineator	EA	1.00	

Annual Percent Escalation Rate for Unit Prices (if required) \_\_\_\_\_%

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

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance County have been received before submitting a proposal.

Addenda	Date Vendor Received	Initials
"1"		
"2"		

**PART III: Vendor Information:**

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





## REFERENCES

**FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL MAY RESULT IN REJECTION OF PROPOSAL.** References should be familiar with guardrail maintenance and/or installation completed by you. Preference should be given to municipalities and/or counties. References should not be a current employee or subcontractor that will be utilized by your firm.

1. Company Name \_\_\_\_\_

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

Contract Period/Term \_\_\_\_\_

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

Phone Number \_\_\_\_\_

2. Company Name \_\_\_\_\_

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

Contract Period/Term \_\_\_\_\_

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

Phone Number \_\_\_\_\_

3. Company Name \_\_\_\_\_

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

Contract Period/Term \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Contractor \_\_\_\_\_

Date \_\_\_\_\_

**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 RFP;

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

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

(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 RFP in connection with the Contract for which the attached RFP 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 RFP 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 RFP 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 RFP;

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

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

(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 RFP in connection with the Contract for which the attached RFP 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 RFP 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 RFP 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 \_\_\_\_\_, \_\_\_\_, 201\_\_ 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 \_\_\_\_\_, \_\_\_\_, 201\_\_ 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.

\_\_\_\_\_