

INVITATION TO BID

No. 17-02

ROCKDALE COUNTY, GEORGIA

December 28, 2016

REPLACEMENT OF LARGE WATER METERS, 3" OR LARGER



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

INTRODUCTION:

This is an Invitation to Bid (ITB) for the Replacement of Large Water Meters, 3" or Larger in Rockdale County. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

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

PURCHASING CONTACT FOR THIS REQUEST:

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

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

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

BID COPIES FOR EVALUATION:

Three (3) hard copies and one (1) original hard copy and one (1) CD or Flash Drive in Adobe PDF format will be required for review purposes. *(Original must be clearly marked "Original" and the Copies clearly marked "Copies.")*. 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.

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

CONTRACT TERM:

One (1) year from date of Notice to Proceed with two (2) one-year options to renew.

DUE DATE:

Sealed bids will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, January 19, 2016**. Bids received after this time will not be accepted.

PRE-BID CONFERENCE:

There will be no pre-bid conference.

QUESTIONS AND CLARIFICATIONS:

All questions and/or requests for clarifications concerning this ITB must be submitted to the Purchasing Division via email to meagan.porch@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Wednesday, January 11, 2016**. 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.

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

The County has provided as part of this solicitation a Reference Sheet. Failure to comply with the submission or failure to submit three verifiable references for the References may be grounds for the County to deem the bidder Non-Responsive. While the County will attempt to contact the references listed, it is the bidder's responsibility to make sure that all contact names, phone numbers, and email addresses are up to date and are legible.

References provided should be for the actual end user (department) and not for the Purchasing liaison. List similar work successfully completed within the last five years, giving the location and type. If the County deems it necessary the County may require the bidder to provide either; a list of addresses of job sites where the firm has successfully installed water meters 3" or larger or to provide the County with documentation in the form of pictures or profiles of condition assessments for work performed of a similar nature (pre- and post-installation).

GENERAL CONTRACTOR'S LICENSE (if applicable)

As required by O.C.G.A. § 43-41-6, *et seq.*, a Bidder responding to this Invitation to Bid must provide a copy of its Georgia General Contractor's License. The Georgia General Contractor's License must be issued in the name of the Bidder. All licenses must be current, valid, and issued in compliance with applicable law. Failure to provide this license with the Bid may result in the proposed Bid being deemed non-responsive.

ESCALATION CLAUSE:

During the life of the contract, if the successful bidder requests a price increase, the successful bidder shall furnish price lists to the County for his/her increases and those of his/her supplier (e.g. factory) increases, as and if prices are changed. Furnish also a list of his/her supplier's (e.g. factory) prices that had been in effect during bidder's earlier prices; so that County can see the difference. Price change will be in effect only after receipt and approval of one copy of these price lists, (or catalogs), by the Rockdale County Purchasing Department. Price lists and changes thereto are to be furnished under the contract and without charge to the County. Catalogue(s) or Price List(s) are to be submitted to Purchasing Department, P.O. Box 289, Conyers, GA 30012. All price increases will require Board of Commissioners approval as a change order to the contract.

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 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.

A contract, if awarded, will be a "Unit Price" type to provide for the requirements of Rockdale County on an "as-ordered" basis. As it is impossible to determine the exact quantities of items that will be required during the life of this contract, the quantities listed may be increased, decreased or eliminated as necessary to satisfy the needs of the County.

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 quantities of Work as given for Unit Price Items in the Bid Form are approximate and are assumed solely for comparison of the bids. They are not guaranteed to be accurate statements or estimates of quantities of Work that are to be performed under the Contract, and any departure, therefore will not be accepted as valid grounds for any claim for damages, for extension of time or for loss of profits; nor will any additional payments other than that bid or stipulated under the Unit Prices, be made regardless of the actual quantities required or ordered to complete the Work.

Rockdale County reserves the right to perform any work using in-house forces where deemed advantageous.

SELECTION PROCESS:

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

Award will be made to the responsible bidder 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.

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.

It is the intent of these Bid Documents to procure the goods and services needed to achieve Complete Works, fully functional and in compliance with County Standards and specifications. It is not the intent of these documents to provide a complete and full description of the standard methods and materials necessary to achieve the end result. The omission from these documents of standard procedures or materials normally used in the implementation of the Work shall not relieve the successful Bidder from the performance of those requirements nor be cause for claims for additional compensation unless specifically identified in the Bid. Submission of a Bid shall be evidence that the Bidder considers the Work to be adequately described in the Bid Documents.

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
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	
Property Coverage	Equal to or greater than the existing building limit if performing renovations.
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 to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

BONDS:

Rockdale County shall request the following for bids/proposals in excess of Fifty Thousand Dollars (\$50,000.00).

PERFORMANCE BOND

Upon execution and delivery of the contract, the bidder shall furnish Rockdale County a performance bond for the full amount of the contract. Maintenance provisions of the bond shall remain in effect for a period of twelve (12) months after acceptance of the work by the County. The surety shall be a reputable bonding company authorized to transact business in the State of Georgia.

PAYMENT BOND

Upon execution and delivery of the contract, the bidder shall furnish Rockdale County a payment bond for the full amount of the contract. Maintenance provisions of the bond shall remain in effect for a period of twelve (12) months after acceptance of the work by the County. The surety shall be a reputable bonding company authorized to transact business in the State of Georgia.

A Payment (and/or) Performance Bond in the amount of 100% of the contract will be required after the award is made and before notice to proceed is given.

All sureties of bonds for Rockdale County must be licensed to do business in the State of Georgia and must be listed on the Department of Treasury Federal Register.

PERMITS:

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

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

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

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

ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at www.rockdalecountyga.gov , under Bid Opportunities, and scrolling down to the bottom of the page.

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.

The successful bidder must provide a copy of the Training Certificate as specified in the bid documents before the award can be made. The successful bidder shall have personnel that are certified in backflow prevention.

Rockdale County may make any investigations deemed necessary to determine Bidder's ability to perform the Work, and Bidder shall furnish all information and data requested by the Department. Contractor providing the utility work must have a current valid Georgia Utility Contractors License.

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# 17-02** must be written clearly on the outside of each bid envelope in order to avoid prior opening in error.
5. All bids must be received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place of bid due date. Bids received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid to Rockdale County the first page of your bid package should be the bid form listing the price, delivery date, etc., unless the bid form is requested to be in a separate envelope.
8. Rockdale County reserves the right to accept a bid that is not the lowest price if, in the County's judgment, such bid is in the best interest of the County and the public. The County reserves the right to reject any and all bids.
9. Telephone, 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

The specifications are as follows and on the attached pages:

General:

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

PART 1 - GENERAL DESCRIPTION OF WORK

The Large Meter Replacement Project is designed to help Rockdale County Water Resources ensure accurate water usage information associated with our industrial and commercial meter accounts.

The Work shall include the furnishing of all labor, equipment, tools, traffic control, materials, (except those items specifically listed here as supplied by the County) required for the safe execution and completion of the work. The County will furnish all water meters and materials for the 2" bypass, including the backflow preventer and other manufactured fittings and appurtenances (nuts, bolts, etc.) for the replacement/installation of existing large water meters. Wherever the bid document makes references to the County-furnished materials, it will include only the items specified above.

Contractor shall be responsible for receiving and transport of these materials from the County warehouse to the job site. The Contractor will be required to furnish all other materials necessary to complete the work, inclusive of dirt, crusher run, gravel, cold/hot patch mix, concrete, grass seed, pine/wheat straw, sod, pine bark, and landscaping materials. If it is determined that a vault must be replaced, the Contractor will be responsible for providing the vault. The Contractor will also be responsible for the hatches for vault. The project requirements for the Contractor include project planning, appointment scheduling, meter replacement, installation documentation, summary reports, and handling the associated problems that occur with this type of project.

PART 2 - GENERAL REQUIREMENTS

1. Unless otherwise specified, all items and services provided will be in accordance with the Georgia Department of Transportation Standard Specifications - Construction of Roads and Bridges - latest edition, and all supplements thereto, Rockdale County, "**Water and Sewer Specifications**", and current Rockdale County Backflow Specifications governing this work. Rockdale County specification guides can be downloaded from www.rockdalecountyga.gov.
2. Potential bidders must demonstrate that trained, responsible people will be used for this contract. Contractor's employees should have training to include classroom and field work with a qualified instructor. It is expected that actual field experience will have been part of the training. Contractor's employees must be trained in, and follow, all OSHA guidelines and requirements pertaining to "confined space" prior to being allowed to work in confined spaces. The successful bidder will be required to submit the Certificate of Training for all employees designated for confined space operations.
3. All required traffic control shall be all inclusive as a part of the replacement and is not to be billed separately. Contractor shall be required to have certified flagmen to support such requirements. Traffic Control shall include the preparation of any necessary plans and acquisition of permits. The flow of traffic will be maintained at all times during construction by permitting at least one lane of traffic to move through the construction site.
4. Successful bidder may be required to provide a list of equipment currently owned and the number of employees available to complete the work associated with this contract. This list should be maintained on a monthly basis.
5. The successful bidder(s) shall provide the County a bi-weekly or weekly report with information as requested in each section to include but not limited to all outstanding work and the estimated time of completion for all large meter replacements.
6. It will be the Contractor's responsibility to be aware of the dig law in Georgia and follow the procedure as outlined by the **Georgia Utility Facility Protection Act (GUFPA)**. Contractor shall coordinate their work to minimize delays

associated with utility location requirements.

7. Contractor providing the utility work must have a current, valid Georgia Utility Contractors License.
8. Before submitting Bid, each bidder shall: examine the Bid Document Package thoroughly; become familiar with local conditions affecting cost or work progress or performance; become familiar with federal, state and local laws, ordinances, rules and regulations affecting cost or work progress or performance; study and carefully correlate Bidder's observations with the Bid Document Package; and notify County concerning conflicts, errors, or discrepancies in Bid Document Package.

PART 3 – GENERAL SPECIFICATIONS

1. Contractor Responsibilities:

The successful contractor will provide an appropriate staff of employees (a minimum of 3 employees for all 6" and 8" replacements), including supervisory personnel, for the efficient delivery of the services hereunder. Contractor represents that all its employees, agents, and suppliers who perform services under this contract shall be qualified and competent to perform such services. Contractor shall have personnel that can be contacted Monday through Friday 8:00 to 5:00 daily to answer any questions from the Coordinator relating to work orders, location of where staff is working, and when work orders including associated landscaping will be completed. Contractor shall have personnel available after hours in case Contract Inspector needs to contact them for emergency repairs. Contractor will also be responsible for meeting all report dates.

When the need arises to valve down a water main, the successful contractor shall coordinate such work with project representative and Operations representative. Contractor shall provide Water Resources' representatives with the size of the valve, address or specific location of valve (i.e., intersection, inline, or tapping valve) and reason for valving down.

The public should be able to easily identify contractor employees. The successful contractor(s) may be required to provide the field crews uniforms, but at a minimum shall supply picture identification badges which will be worn at all times when the crews are in the field. All trucks should be marked with contractor's name and contact number.

Contractors shall be very sensitive and supportive to customers and respect their property while conducting the work. General inquiries should be answered politely by the field crew foreman, but detailed questions should be deferred back to the County project representative for response. The Contractor shall not make any statement to any representatives of the media without specific prior approval of RWR as to both form and content.

2. Materials:

The County will furnish all water meters, and other manufactured fittings and appurtenances for the replacement/installation of existing large water meters. All fittings (bolts, nuts, washers, rods, gasket kits) will be provided by the County at request by contractor. Materials for the 2" bypass (including backflow preventer) will be provided by the County. Wherever the bid document makes references to the County- furnished materials, it will include only the items specified above. The Contractor will be required to furnish all labor, equipment, and all other materials necessary to complete the work, inclusive of dirt, crusher run, gravel, cold/hot patch mix, concrete, grass seed, pine/wheat straw, sod, pine bark, and landscaping materials. **If it is determined that a vault must be replaced, the Contractor will be responsible for providing the vault.** The Contractor will also be responsible for the hatches for vault. Materials furnished by the County must be picked up by the Contractor at the warehouse, currently located at 2420 Tatum Rd. Conyers, Ga 30012. All material withdrawals must be approved by the County project representative and must be scheduled three business-days in advance with warehouse personnel. Withdrawals "on demand" will not be allowed unless authorized by project representative. Unit pricing on the bid schedule must be all-inclusive to provide the service or item being requested for each line item with no exceptions.

3. Damages:

All plumbing that is damaged by Contractor or their associates shall be repaired by the Contractor at the Contractor's expense. This includes, but is not limited to, customer's broken service lines within 10 feet of the vault or meter box, (if contractor has to move a 2" or smaller meter out of a vault and install in a meter box), customer's broken irrigation lines, damaged sprinkler heads, customer's plumbing issues, stopped up PRV valves, backflow preventers or damaged water heaters, etc. up to 90 days from the date that the work is performed.

Contractor is solely responsible for the protection of the Work in-place until accepted by the County and any adjacent work, utility, or property impacted or potentially impacted by the Work performed under this Contract. Damages to

adjacent features, structures, or work previously installed by the Contractor shall be repaired to the satisfaction of the County, and in compliance with applicable standards and law, at the Contractor's sole expense. Rockdale County shall NOT provide any materials, labor, or equipment for the restoration of damages arising from the performance of the Contract.

4. Concrete Sidewalks/Driveways:

All sidewalks needing repair, from replacement or installation of meters, will be replaced in sections from existing joint to joint. Driveways will be replaced to the first expansion joint. All concrete and road cut repairs must be completed prior to submission of invoices. All replacements must meet the specifications set out in the RWR document, "Water and Sewer Specifications".

Contractor shall inspect all concrete driveways, walkways, parking lots, and roadways prior to commencing work to identify any pre-existing cracks or damage which might later be attributed to the work. Contractor should photograph the existing conditions at the water meter location and along the access path prior to the work and thoroughly label all photos.

When replacing and/or constructing a concrete driveway, the existing driveway shall be cut with the concrete saw, and 1/2 inch preformed joint material, full depth, used at the joint. Joint material shall also be placed between the curb and driveway if applicable. All concrete used to construct the various items shall have a minimum compressive strength of 3000 psi at 28 days. Form offsets at radius points shall be at least 12 inches to avoid slivers of concrete that may be easily broken off.

Curing of all concrete shall be in accordance with Section 430.04-J of the Georgia Department of Transportation Standard Specifications – latest edition. Curing shall be considered incidental to the construction, and no additional payment will be made.

The unit prices "Remove existing driveway pavement" includes the off-site disposal of all removed and/or excavated materials at the time of excavation. Piling the debris on the street and the right-of-way is **not** acceptable. The removal and disposal of all other miscellaneous concrete (catch basin tops, etc.) will be considered incidental to the particular pay item being constructed.

5. Road Cuts:

All road cuts exceeding 12 feet must have approval from the Rockdale County project coordinator prior to making the cuts. All road cut repairs must be completed prior to submission of invoices. Road cuts will be approved when all other measures have been attempted or eliminated from consideration. Road cuts should be avoided for sub-divisions as well as commercial accounts.

Repair of road cuts must meet all of Georgia D.O.T. Specifications. Compaction, backfills shall be built up in layers and each layer shall be compacted. Layers shall be no more than 6" in depth. The final two layers shall be crusher run at a minimum depth of 6" each. The final top dress shall be a hot patch and rolled level with existing road. In the event the road cut fails (i.e. separation, settlement, etc.), the contractor shall be required to compact and repair the defective road cut at their own expense. Any damage to vehicles due to a defective road cut will be addressed by, and at, the sole expense of the contractor.

At no time will it be acceptable to leave the job site of a road cut without temporarily repairing the cut. The cut must be left with compacted material and crusher run. Then the final top dress should be made within 7 to 10 days of original cut. No payment for the installation will be paid until complete.

6. Landscaping:

All landscaping must be completed prior to submission of invoices. Yards shall be hand raked smooth, upon completion of repairs, so there are no ruts, chunks of dirt, roots, or rocks. Excavation area should be restored to its original condition to match previous contour and the site must be free of all debris. Site should be leveled prior to the application of seed and straw. If the lawn is not Fescue, contractor still needs to rake the soil level and remove any ruts and clumps of clay or stones. Contractor will restore all landscaping to original condition and customer satisfaction, to include buying all grass seed, sod, straw mulch, and pine bark as appropriate. It will be the Contractor's responsibility to supply materials and labor to repair/replace any damages including but not limited to: fences, mailboxes, mailbox posts, domestic water, irrigation pipes, or sprinkler heads which were damaged either directly or indirectly by the Contractor's activities. Such repairs will be the sole responsibility of the Contractor and shall be included in the unit prices submitted for Meter replacement unless the County has specifically authorized additional payment for

landscaping in advance for that site. Agreement for additional compensation for landscaping at a specific site shall not be interpreted to extend to other locations nor shall it be a precedent for future requests.

Contractor shall inspect the area of the Work prior to commencing operations. Removal of unique landscape items (i.e. trees, shrubs, brick mail boxes, walkways, cobblestone and stamped concrete driveways, etc.) will require prior authorization from the County project representative. If approval is not obtained prior to removal, the Contractor will assume all responsibility, and any additional costs, for the replacement of such items.

When the landscaping crew installs replacement sections of sod, such sections shall be placed as to not allow a gap more than ½" between the existing grass edges and the new sod. All replacement sections of sod shall be rectangular in shape and shall not be applied as plugs to fill small irregular shaped areas.

Contractor shall provide all services necessary to remove or subcontract the removal of any necessary trees or shrubs. Contractor shall affix orange flagging tape to those suspect trees or shrubs. Prior to removal of such trees or shrubs, the project representative must first obtain homeowner approval and concurrence regarding proposed replacement. Trees and shrubs so removed shall be replaced to the satisfaction of the County upon completion of the work.

7. Subcontractors:

The General Contractor will be allowed to utilize subcontractors for work under this contract. The use of subcontractors not listed in the Bid must have the prior approval of Rockdale Water Resources. All crews assigned by the Contractor to install/replace water meters will be the Contractor's sole responsibility. Subcontractor crews shall be held to the same criteria as Contractor's own crews. Subcontractors must utilize vehicles that display their Company Name. Additional costs incurred by the Contractor due to the addition of a subcontractor after the Bid shall be the sole responsibility of the Contractor and shall not be sufficient reason for increased compensation. The County only contracts with General Contractor, not subcontractor(s).

8. Worksites:

The County will not assume responsibility for removal/disposal of debris or spoil generated by Contractor from worksites. Contractor shall be required to clean up mud and dirt from all repair sites, leaving sites in original conditions. If a hole is left open, the contractor will be responsible for ensuring that the hole is properly flagged/ barricaded off.

9. Contact:

The Contractor shall provide a contact person at all times during business hours to answer questions that may arise. The Contractor will also supply someone with a cellular phone who will be available to Rockdale County's project representative at all times during normal business hours (field). The Contractor should provide an after hour contact number in case of emergencies. The County department contact is TBD.

10. Repairs by the County:

If a faulty installation or inadequate landscaping is repaired by the County and is found to be the Contractor's responsibility, all associated costs, whether direct or indirect, shall be charged to the Contractor and deducted from any future payments for services rendered. A detailed explanation shall be attached to each deduction.

11. Failure of Contractor to Perform:

Failure of the Contractor to perform according to the requirements of this bid and within the times as stipulated will constitute a default of contract. Default of contract will be sufficient grounds for termination of contract. Additional remedies include: review of Contractor's performance by the Rockdale County Purchasing Division; documentation of Contractor's performance would be placed in the Vendor Performance File; Contractor could be placed on Rockdale County's Ineligible Source List and any future solicitations and/or awards could be denied.

12. Normal Hours of Work:

Rockdale County Water Resources normal business hours are 8 a.m. to 5 p.m. (Monday through Friday). All work must be performed during these business hours. Exceptions to these hours [including Holidays, Saturdays and Sundays] must have prior approval by RWR. **Water meter replacements may require work to be performed after normal working hours, and on weekends. It will be the Contractor's responsibility to schedule this work with the customer and notify the project representative.**

For the purposes of this bid, the following definitions apply:

- Normal Business Hours will be defined as Monday through Friday, 8:00 a.m. to 5:00 p.m.

- Weekend Hours will be defined as 5:00 p.m. Friday to 8:00 a.m. Monday
- Holiday Hours will be defined and recognized as New Year's Day, Martin Luther King Jr. Day, Veterans Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve and Christmas Day.

13. Termination for Cause:

The County may terminate this agreement for cause upon ten days prior written notice to the contractor of the contractor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the County's rights or remedies by law.

14. Termination for Convenience:

The County may terminate this agreement for its convenience at any time upon 30 days written notice to the contractor. In the event of the County's termination of this agreement for convenience, the contractor will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the contractor, which shall itemize each element of performance.

PART 4 - SCOPE OF WORK - REPLACEMENT OF LARGE METERS, 3" AND LARGER

1. General

The Large Meter Replacement program is intended to assist Rockdale County in the reduction of non-revenue water by eliminating out-of-date meters servicing large clients. The County shall identify the meters to be removed, and reserves the right to prioritize the order in which the replacements are undertaken. The Contractor shall replace large water meters, (3" and larger), as instructed by RWR. The Contractor shall provide all labor, tools and equipment for the replacement of large water meters, (3" and larger). This shall include all cutting of pavement, excavations, and tapings in conformity with the drawings and specifications book entitled, "Water and Sewer Specifications for Rockdale County". The successful contractor shall also be responsible for providing any vaults, hatches, gravel, and landscaping material. Each vault should be in conformity with the Rockdale County Backflow Policies and Procedures. Specification booklets may be obtained from the Rockdale County Engineering Department or Government website: www.rockdalecountyga.gov.

The meters that are anticipated to be replaced under this Contract range in size from 3 to 10 inches. These meters are located throughout the County.

2. Scheduling

Upon assignment of the specific meters to be replaced, the Contractor shall prepare and submit a schedule for the undertaking of the Work. The schedule must be approved by the project representative, and shall be binding upon the Contractor.

The successful Contractor will be responsible for contacting and coordinating with the customer to schedule large meter replacements. Contact information will be provided to the Contractor by RWR.

The Contractor shall inspect each meter prior to replacement in order to determine exactly what material and equipment will be needed for the replacement. The Contractor shall also verify that the tapping valve for each vault is up, showing, and accessible. The Contractor shall prepare a list of materials to be supplied by the County for each site prior to each meter replacement which is to be given to the project representative at least 10 working days prior to replacement.

3. Meter Replacement

All meters shall be replaced with the correct type and size meter, in accordance with the specifications and requirements as set out in "**Water and Sewer Specifications**". The county project representative will determine the correct size and type meter needed for each location. The new meter may be of different type or size from the existing meter. **Changes in lay length may be required to accommodate new meter installations. No additional payment shall be made for altering the lay length to accommodate meter installations.** All new meters installed are required to have strainers whether or not a strainer is present on the existing meter and all test port piping installed. If insufficient space is available in the existing vault to accommodate an installation meeting current County guidelines, the Contractor shall provide a vault sized in accordance with County standards. A separate vault may be required to house a backflow preventer as part of a meter replacement. **No** part of the backflow assembly may be altered to accommodate the change of lay length or to fit inside an existing vault.

The contractor will record the following for each meter replaced:

- Size, Brand, Serial number, and final reading for old meter.
- Size, Serial Number, Register ID (for encoded registers), and meter reading for the new water meter.
- Photo-document the conditions at the existing meter site prior to the replacement efforts
- Photo-document the conditions at the meter replacement site upon completion
- Date of installation

4. Vault Rehabilitation:

The Contractor shall inspect each vault prior to undertaking the replacement efforts. The Contractor shall document any deficiencies in the conditions of the vault, and shall be responsible for bringing the vault into compliance with County code with each replacement. Concrete block vaults will not be reused.

- If a concrete bottom in the vault is not present, the Contractor shall remove and excavate the soil to a depth of 8-inches below the lowest point of the meter and its appurtenances. Contractor shall replace the removed soil with #57 stone.

5. New Vault Installation

During the pre-inspection of the meter site, should the contractor find a meter vault does not exist, he/she shall notify the county representative. Contractor shall install a new vault complying with the specifications listed in the Rockdale County Backflow Policies and Procedures and "Testers and Installers Manual of Practice". Contractor shall dispose of all waste materials arising from their activities in accordance with applicable law and shall not accumulate waste at the work site. County shall not dispose waste materials generated by the Contractor's activities.

6. Vault Replacement:

Should the Contractor inspect the vault and find it sufficiently damaged as to warrant replacement in their opinion, they shall contact Rockdale County project representative. Rockdale County shall inspect the unit to determine whether the County concurs with the Contractor's findings. Rockdale County shall have the final decision regarding the need for vault replacement or repair. Should the Contractor proceed with vault repair or replacement without prior concurrence of Rockdale County, such work shall not be considered for compensation and shall be the sole responsibility of the Contractor.

7. Safety

The contractor shall be responsible for contacting the Utilities Protection Center at least 72 hours before beginning any excavation.

The County requires that the Contractor provide a safe work environment. Contractor's staff shall be trained and certified in: Confined Space Entry & Self-Rescue, First Responder, First Aid, CPR and Traffic Control as appropriate prior to participating in any of these activities. Contractor shall submit certification documents upon request of the County to verify their staff has been adequately trained. The Contractor's and subcontractors' employees will be trained to identify unsafe conditions and will follow all necessary safety procedures to protect themselves, County staff, and the general public. Contractor shall ensure that necessary personnel (minimum of 3 for 6" and 8" meters) are present to properly support safe operations and that appropriate equipment is available.

Work located in a "confined space" such as a pit, trench, or vault will only be undertaken by properly trained personnel in compliance with the safety rules regarding Confined Space Entry.

The Contractor will follow all traffic safety rules and ordinances. Contractor's personnel responsible for traffic control shall be appropriately trained, certified, and equipped.

8. Disinfection

Contractor shall ensure that all materials and meters connected or attached to the water system are appropriately disinfected prior to introduction to the water system. All disinfection shall meet Rockdale County standards, "**Water and Sewer Specifications**".

Disinfection of materials, tools, materials, and equipment shall be integral to the work, shall be included in the unit rates bid, and shall not be considered grounds for claims for additional compensation.

9. Flushing

Contractor to flush all lines and meters impacted by the installation process in accordance with Rockdale County

Specifications as set out in the document "**Water and Sewer Specifications**".

PART 5.0

BID SCHEDULE

Explanation of Bid Schedule

Item# 1-5. Replace meters 3"-10".

Work performed under this line item includes providing all labor, materials, tools, and equipment necessary for removing old meters and replacing them with new ones – complete and ready to be set into service. **Change in "lay-length" will be common as meter size and types are different and shall not justify modification of unit price.** Dirt and debris removal from vault will be a common occurrence and shall be considered as integral to the work. Replacements shall typically take place during regular business hours (8am-4pm) although some replacements may require extra time to complete, or require work outside of normal business hours. No additional payment shall be made for work performed outside of normal working hours. Payment shall be made at the unit rate bid per each meter assigned by RWR and replaced by the Contractor in compliance with Rockdale County standards.

Item# 6 A-C. Meter vault replacement.

Work performed under this line item shall include provision of all labor, tools, equipment, and materials for the demolition and removal of an existing vault, or the excavation of native soil to accommodate the installation of a new vault if no existing vault is present. This Work shall include the provision and installation of a vault complying with Rockdale County standards for dimension and material. Installation of a vault shall include the hatch. Steps, 57 stone for floor, and sealing ends of vault shall be included in the unit rate bid for new vaults and shall not be compensated separately under this line item. The unit rate bid shall include disposal of all waste materials generated by the vault installation. Payment shall be made at the unit rate bid per each vault assigned by the County and installed by the Contractor in compliance with RWR standards.

Item# 7. Hatch/Lid replacement 36"x36".

Work performed under this line item shall include all labor, equipment, and materials for the provision and installation of a new 36"x36" aluminum hatch in an existing non-traffic-bearing vault. Installation of a hatch on a new vault supplied and installed by the Contractor shall be included under Item 7 A-C as applicable and shall not be billed separately under this line item. Payment shall be made at the unit rate bid per each hatch assigned by the County and replaced by the Contractor in compliance with RWR standards.

Item# 8. Replace/Install steps for vault. Work performed under this line item shall include all labor, tools, and equipment necessary to install/replace missing or broken steps into concrete vault wall. Steps will be provided by the County. Payment shall be made at the unit rate bid for each step installed per each vault assigned by the County and addressed by the Contractor.

Item# 9. Install 2" Bypass with backflow and locking curbstop.

Work performed under this line item shall include all labor, materials, tools, and equipment necessary to install and test a 2" galvanized line to bypass water around the meter. Some bypasses may require excavation outside the meter vault for installation purposes. No additional payment shall be made for bypasses that require excavation. Refer to PART 3.15 for a list of materials to be provided by the county (pipe, fittings, backflows, and curbstops). Payment shall be made at the Unit Rate Bid per each meter assigned by the County and addressed by the Contractor in accordance with RWR standards.

Item# 10 A-D. Move 2" and smaller meter outside of Vault.

Work performed under this Line Item shall include the provision of all labor, materials, tools, and equipment necessary for the relocation of small meters (less than 2-inch) from the meter vault. These lines are for 2" and smaller domestic and irrigation lines that are currently located in the vault. This work shall include all necessary earthworks, exposing existing water line, and tapping new service. Contractor to set the customer's meter outside vault and reconnect to customers' side. Refer to PART 3.15 above for list of materials to be provided by the County.

Item# 11. Seal ends of vault with brick.

Work performed under this line item shall include the provision of all labor, materials, tools, and equipment for the sealing of the vault walls at all penetrations using brick and mortar. No other material shall be used (plastic, wood, or steel). Payment shall be made at the unit Rate Bid for each vault assigned by the County and completed by the Contractor.

Item# 12. Install 6" of 57 stone for vault floor.

Work performed under this Line Item shall include the provision of all labor and materials necessary for the excavation of all

debris and soil from the bottom of a vault which has no concrete floor and the installation of 6" of #57 stone across the entire bottom of the vault. A void of 8" shall be left between the lowest part of the meter assembly and the top of the stone. Disposal of the waste materials generated by the Contractor shall be included in the unit rate bid. Payment shall be made at the Unit Rate Bid for each vault assigned by the County and completed by the Contractor.

Item# 13. Sidewalk restorations (per I.f.) Joint to Joint.

Work performed under this Line Item shall include the provision of all labor, materials, tools, and equipment for the removal and replacement of sidewalks as part of vault and meter replacements. Areas of sidewalk requiring replacement must be approved in advance by the County prior to being undertaken and billed by the Contractor. The Unit Rate provided by the Contractor shall include the disposal of the waste materials generated by the Contractor. Payment shall be made at the unit rate bid per linear foot of sidewalk assigned by the County and installed by the Contractor.

BL061-15

Item# 14. Concrete Pavement Including Replacement of Driveways, parking, misc.

Work performed under this Line Item shall include the provision of all labor, materials, tools, and equipment necessary for the cutting, demolition, removal and disposal, and replacement of concrete pavement in parking areas, driveways, and other concrete areas adjacent to or impacted by the work. Curing of the concrete shall be included in the unit rate bid. County must approve the limits of concrete replacement prior to undertaking the work and submitting for payment. Concrete replaced without preauthorization of the County shall not be compensated. Concrete section installed shall be the same as the section removed and in accordance with Georgia DOT specifications. Payment shall be made at the unit rate bid per square yard of Concrete approved by the County and installed by the Contractor.

Item# 15. Remove and Replace Existing Driveway Pavement, All Types Complete.

Work performed under this Line Item shall include the provision of all labor, materials, tools, and equipment necessary for the cutting, demolition, removal and disposal, and replacement of asphaltic pavement in parking areas, driveways, and other asphaltic areas adjacent to or impacted by the work. County must approve the limits of pavement replacement prior to undertaking the work and submitting for payment. Asphalt replaced without preauthorization of the County shall not be compensated. Asphaltic pavement section installed shall be the same as the section removed and in accordance with Georgia DOT specifications. Payment shall be made at the unit rate bid per square yard of Asphalt approved by the County and installed by the Contractor.

Item# 16. 100% Crusher run with hot patch repair.

Work performed under this Line Item shall include all labor, material, tools, and equipment necessary for the installation of crusher run and hot-patch repair in accordance with Georgia DOT and Rockdale County specifications. Payment shall be made at the unit rate bid per square yard of road assigned by the County for repair and completed by the Contractor to the satisfaction of the County.

Item# 17. Miscellaneous Hours.

Work performed under this line item shall include the performance of Work assigned by the County which does not comply with the services identified under the other line items set out in this Bid List, or ancillary services integral to the performance of those activities. Payment under this Line Item shall require the written preauthorization of the County as to the type of Work, and hourly limits to be undertaken. Performance of Work under this line item without receiving preauthorization shall not be considered for compensation. List an hourly rate for miscellaneous repairs completed by the Contractor

Item# 18. Tree Removal- Indicate Percentage above Cost (not to exceed 10%).

Indicate percentage (%) above cost for all types of tree removal including disposal of waste products. Receipt(s) must be submitted along with invoice for approval of payment.

Item# 19. Landscape Replacement- Trees, Bushes, Plants, Sod, Mulch, etc... – Indicate Percentage Above Cost (not to exceed 10%) Indicate percentage (%) above cost for the types of landscape replacement. Receipt(s) must be submitted along with invoice for approval of payment.

Item# 20. Materials purchased by contractor- Indicate Percentage above Cost (not to exceed 10%).

Indicate percentage (%) above cost for materials purchased by contractor that would normally be supplied by the County. This may include items purchased by contractor in emergency situations or in situations where the county's supply may be diminished. Receipt(s) must be submitted along with invoice for approval of payment.

BID FORM – ITB No. 17-02

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

BID SCHEDULE

Item	Description	Quantity	Unit Price	Total
1	Replace 3" Meter	6 EA		
2	Replace 4" Meter	6 EA		
3	Replace 6" Meter	3 EA		
4	Replace 8" Meter	5 EA		
5	Replace 10" Meter	2 EA		
6	Meter Vault Replacement			
A	8'6" x 4'6" Vault w/ 36" x 36" Hatch	5 EA		
B	10' x 5' Vault w/ 36" x 36" Hatch	5 EA		
C	12' x 6' Vault w/ 36"x 36" Hatch	5 EA		
7	Hatch/Lid Replacement 36" x 36"	5 EA		
8	Replace/Install Steps for Vault	3 EA		
9	Install 2" Bypass with Backflow and Locking Curbstop	45 EA		
10	Move 2" and Smaller Meter Outside Vault			
A	3/4" Meter	5 EA		
B	1" Meter	5 EA		
C	1.5" Meter	5 EA		
D	2" Meter	5 EA		
11	Seal Ends of Vault with Brick	15 EA		
12	Install 6" of #57 Stone for Vault Floor	15 EA		
13	Sidewalk Restorations (per L.F.) Joint to Joint	200 LF		
14	Concrete Pavement Including Replacement for Driveways, Parking, misc.	250 SY		
15	Remove and Replace Existing Driveway Pavement, All Types	250 SY		
16	100% Crusher Run with Hot Patch (per repair)	30 SY		
17	Miscellaneous Hours	30		
Total				\$
Contingency Cost-Additional Work				
18	Tree Removal- Indicate a Percentage Above Cost (not to exceed 10%)			%
19	Landscape Replacement- Trees, Bushes, Plants, Sod, Mulch, etc.... Indicate a Percentage Above Cost (not to exceed 10%)			%
20	Materials Purchased By Contractor- Indicate a Percentage Above Cost (not to exceed 10%)			%

Unit pricing should include all related costs to that particular item and should be shown as two (2) decimal points. (Example: \$2.53 – not \$2.531)

Rockdale County requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for Rockdale County to declare bid non-responsive. Contract to begin upon award.

Company Name: _____

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	

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

REFERENCES

Rockdale County requests a minimum of three, (3) references where work of a **similar size and scope** has been completed.

Note: References should be customized for each project vs. submitting the same set of references for every project bid. The references listed should be of similar size and scope of the project bidding for. Do not submit a project list in lieu of this form.

1. Company Name _____
Brief Description of Project _____
Completion Date _____
Contact Person _____
Telephone _____ Facsimile _____
E-Mail Address _____
2. Company Name _____
Brief Description of Project _____
Completion Date _____
Contact Person _____
Telephone _____ Facsimile _____
E-Mail Address _____
3. Company Name _____
Brief Description of Project _____
Completion Date _____
Contact Person _____
Telephone _____ Facsimile _____
E-Mail Address _____
Company Name _____

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR

State of _____)

County of _____)

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

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

(2) He/She 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/She 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 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: _____

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 _____, ____, 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.
