



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #028-16

DATE: July 26, 2016

Enclosed you will find the necessary information for preparing and submitting your bid for **One (1) Cab and Chassis/Knuckle Boom Loader/w/ Dump Trash Body Unit** for the City of Rome, Georgia.

The deadline for submitting your bid is **August 25 at 3:00 p.m. Local time.**

If you have further questions, please do not hesitate to call my office at 706-236-4410.

Johnna M. Allen
Purchasing Director

INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **August 25, 2016 at 3:00 p.m.**

II. Bids must be delivered to:

City of Rome
Atten: JOHNNA M. ALLEN
601 Broad Street
P.O. Box 1433
Rome, Georgia 30162

III. Bids must be sealed and marked:

“028-16-Cab and Chassis/Knuckle Boom Loader/Dump Trash Body Unit”

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Bidder's Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Prompt Payment Affidavit
- F. Request for Taxpayer I.D. Number
- G. Drug-Free Workplace Certification
- H. E-Verify Compliance Affidavit
- I. SAVE Compliance Affidavit

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Bidder shall submit all required forms and information simultaneously with sealed bids, which forms and information become a part of the property of the City of Rome and will not be returned to bidders unless a written request to withdraw is received prior to **August 25, 2016 @ 3:00 p.m.**

V. Payment:

When contracts are awarded, payment by the City of Rome will be the normal 30-day cycle. However, the City does make every effort to honor all discounts.

REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the bidders bid. Any exceptions must be in writing.

Notice is hereby given that the City of Rome will receive sealed bids from interested parties until **August 25, 2016 at 3:00 p.m.** at its offices located at 601 Broad Street, Rome, Georgia 30162-1433.

Any bids received thereafter will not be considered.

Bids will be publicly opened and read at the City of Rome Purchasing Department located at 601 Broad Street on the day and at the hour specified.

The purchaser may consider as non-responsive, any bid in which there is an alteration of, or departure from the bid form hereto attached.

The bid will be awarded to the lowest reliable bidder complying with the conditions of the invitation for bid. The bidder to whom award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a bidder who, in the sole opinion and discretion of the purchaser is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

NOTE: Unless stated on the bid form the bid submitted will assume all specifications will be met. Please note on the bid form all exceptions.

SPECIFICATIONS

33,000 GVW/Cab and Chassis/equipped with a knuckle boom loader and a dump type 26 cubic yard to 30 cubic yard body.

Note: The purpose of this specification is to describe a cab and chassis with a knuckle boom loader installed with a 26 cubic to 30 cubic yard dump body. It is expected that bidder will adjust any requirements of the wheelbase, cab to axle to accommodate the knuckle boom loader and the dump body requirements of the unit being bid. The stating of a brand name does not indicate a preference for that brand. It is intended to establish a level of expected durability, quality and function. Pac Mac, Model KBF-20H, Peterson Lighting Loader, Model TL-3, Brush Hawg Model G-2224C is considered to be acceptable and equal.

Bidders Response

CAB & CHASSIS: Must be a Ford 750 Super Duty or Equal

- | | |
|---|-------|
| 1. Tilt Front End | _____ |
| 2. Cab of Conventional Type, 2 doors with roll up door glass. Cab color should be white with a matching painted bumper. | _____ |
| 3. Cab to have step type fuel tank 45 gal. minimum on left side and a step/running board on the right side. | _____ |
| 4. Cab should have grab handles by both L/R doors to and in entering and exiting cab. | _____ |
| 5. West Coast mirrors (chrome) both sides of cab. Mirrors to have convex mirrors. | _____ |
| 6. Tinted glass all around. | _____ |
| 7. Two speed electric windshield wiper. | _____ |
| 8. All tail lights, brake and parking lights must be LED, and head lamps must be halogen. | _____ |

INTERIOR CAB EQUIPMENT:

- | | |
|---|-------|
| 1. Cowl vent left hand, ventilation heater with distribution systems. | _____ |
| 2. Radio electronic AM/FM stereo. | _____ |
| 3. Cab dome light. | _____ |
| 4. Air conditioner with fresh air cab filter. | _____ |

**Bidders
Response**

5. Steering wheel 18" diameter.

6. Sun visors LH & RH.

SEATING:

1. Seat belts lap and shoulder.

2. Bench seat full width HD black vinyl.

INST/GAUGE/SWITCH/WRN DEV:

1. Ammeter

2. Air application gauge

3. Air cleaner restriction gauge

4. Gauge Package to include fuel, oil pressure, coolant temperature and transmission temperature.

5. Hobbs Engine Hour meter oil press activated.

6. Parking brake control dash mounted.

7. Speedometer, electric - MPH/KMH

8. Tachometer electric

9. Turn signal switch, steering column MTD

10. Warn LTS/Chime: Low oil pressure Hi water temp.

ALTERNATOR:

1. Alternator - 130 AMP

BATTERIES/BOXES/CABLES:

1. Maximum cold crank amp batteries available. To have disconnect switch installed between batteries and vehicle.

ENGINE:

1. 300HP + diesel. Turbocharged, in-line 6 cylinder with maximum duty cooling system.

ENGINE EQUIPMENT:

1. Air cleaner, Donaldson Single Stage
2. Block heater
3. Fan clutch, viscous type.
4. Coolant filter
5. Oil filter, spin on type
6. Fuel/Water separator, with water warning light
7. Oil Cooler
8. Silicone hose package
9. Throttle, Electronic

EXHAUST SYSTEM:

1. Horizontal muffler and horizontal pipe RH

TRANSMISSION:

1. Allison 3000 R D S 6 Speed auto transmission
2. Transmission oil cooler
3. Power take off with air shift, PTO requirements to be determined by knuckle boom loader provider.

REAR AXLE:

1. 23,000 lb. Rockwell RS-23-160 steel
2. 23,000 lb. Capacity rear leaf springs with 4 leaf auxiliary springs
3. 5.57 Axle ratio

4. Magnetic traps drain and fill

POWER STEERING:

1. Power steering with translucent power steering reservoir
2. 18" steering wheel

FRONT AXLE:

1. Front axle 12,000 lb.
2. Front spring capacity 13,200 lbs.
3. Front hubs to be wet type

BRAKES:

1. Air brakes with outboard mounted drums
2. "S" cam type brakes with 15" x 4" front Q shoes
3. "S" cam type with 16.5" x 7" rear Q shoes
4. Heated air dryer
5. Automatic drain valves on air tanks
6. Automatic slack adjusters on all wheels
7. 13.2 CFM Bendix TU-FLO air compressor

TIRES AND WHEELS:

1. All tires to be tubeless
2. All wheels to be Budd type steel disc 22.5 x 8.25
3. Front tire size 11R22.5 14 Ply rating
4. Rear tire size 11R22.5 14 Ply rating

WARRANTY AND MANUALS:

1. Warranty standard & extended options should be stated with initial bid. _____
2. Shop manual and parts book must be delivered with truck. _____

FRAME REQUIREMENTS:

Cab to axle, frame length, wheelbase, etc. is to be determined by the knuckle boom loader manufacturer and the dump body supplier. The unit bid must be certified as suitable for safely mounting knuckle boom loader type equipment with a dump body. The frame is to be warranted for seven (7) years. Front tow hooks are to be provided.

Bidders Response: _____

Bidder must note any difference in the unit being and the specifications provided.

Knuckle Boom Loader with Trash Body Specifications

The unit will be used in collection and loading of bulk trash, limbs, leaves, building materials, and white goods, or other materials of that nature.

Bidders Response

PEDESTAL, BOOM AND CONTROLS:

1. Boom length to be 16 ft. fixed and 4 ft. tip boom extension _____
2. Minimum lift capacity to be 3,300 lbs. at 18 ft. including grapple. _____
3. Boom Pedestal to be constructed of high strength steel, providing a 3:1 safety factor. _____
4. All hydraulic hoses located at the operator position (Boom Pedestal) must be enclosed in the pedestal base. Access provided by an easily removable steel cover. _____
5. Boom Pivot shall be mounted to the pedestal by means of a slewing ring/bearing that has a minimum capacity of 513,000 lbs. static load and 186,000 ftlbs. moment. Slewing Ring shall be 3 1/2" thick and have an O.D. of 25 3/4". Boom Pivot shall be constructed with a 9" O.D. safety retaining tube. The boom pivot safety retaining tube shall be a minimum of 12" long and confine all hoses which pass through the pedestal/ boom pivot assembly. _____
6. Boom rotation of 270 degrees minimum with mechanical stops for safety. Stops must be welded to ensure non-movement. Pedestal stop must have a minimum of three (3) square inches and have a nylon contact with pivot stops and a minimum width of five (5) inches. _____
7. Boom rotation shall be accomplished by a direct hydraulic swing drive through a slewing (bearing) ring & planetary gearbox capable of producing 250,000 inch-pounds torque minimum. _____
8. Entire Boom assembly shall be designed with a tensile strength to provide a safety factor of 3 to 1 at the rated load capacity. _____
9. Main Boom shall be constructed of two (2) 4" x 8" high strength steel tubes. _____

**Bidders
Response**

10. Tip Boom shall be constructed from a 5" x 7" high strength steel tube. _____
11. Tip Boom shall have a 4 ft. telescopic extension tip section constructed from 4" x 6" high strength steel tube. _____
12. Main Boom shall be equipped with mechanical stops to prohibit hydraulic cylinders from bottoming out. Extend boom stops must be easily accessible and removable for service. _____
13. Boom Pedestal to be mounted directly to the chassis frame rails. Mounting must include inside frame rail supports at the mounting points. _____
14. The entire boom must be serviceable down to the component level, e.g., every hydraulic hose, fluid tubes, bracket, pin, etc. having to replace subassemblies in order to repair a component will not be acceptable. _____
15. Telescopic tip extension shall be equipped with replaceable nylon bearings on all 3 sides with roller on bottom. Bearings must be easily accessible for replacement and have "auto-hose-slack" take-up. _____
16. All Boom connections requiring pins shall be equipped with replaceable bushings and heat-treated pins. _____
17. All operating functions shall be hydraulically controlled from the operator station located both on the left and right hand side of the loader. Each station shall have an adjustable (up/down) boat style seat mounted to the platform. _____
18. Two stage tandem pump allows for multiple function control of the loader. _____
19. Boom functions controlled by means of hydraulic joysticks located on both sides of the loader (two per side, three functions per joystick). _____
20. A safety feature shall be provided to allow only one side of controls to function at a time. Joysticks shall function only from one side at a time. _____
21. Joysticks shall not require any lubrication thereby, eliminating any frequent maintenance. _____

**Bidders
Response**

22. Outriggers controlled by individual levers located conveniently in the center of the operator's platform. Body dumping is controlled by a single lever at the center of the operator's platform separate from any other control. Proper enclosures shall be provided to protect operator from hydraulic fluid and components. All controls shall be clearly identified as to function.

23. Main boom and tip boom cylinders must incorporate integral holding valves. Externally mounted holding valves are not acceptable.

TRASH GRAPPLE/BUCKET:

1. Bucket shall have a 360 degree continuous rotating grapple with a replaceable hydraulic swivel. Swivel shall not be welded or be an integral part of the grapple.

2. Bucket is to be opened and closed by two (2) hydraulic cylinders with a closing force "Bite" of 3,600 lbs.

3. Bucket is to be 4' long and capable of opening to 60 inches from lip to lip.

4. Bucket shall be fabricated with a bolt on replaceable H.S.H.C. steel cutting edge.

5. Bucket cylinders and hoses shall be enclosed by a removable steel cover.

HYDRAULICS:

1. Reservoir shall be a minimum of 45 gallons. It shall have a dual level/oil temperature gauge on side of tank. An intank suction strainer is included.

2. Filter shall be a 10-Micron, return line replaceable filter mounted on outside of reservoir.

3. Cut-off valves are to be provided for both pressure and suction. Valves will not be permissible.

**Bidders
Response**

4. All hoses shall be rated at 4,000-PSI working pressure. _____
5. Port tubing through the main boom shall be stainless steel tube. _____
6. Control valves shall have a 20 GPM rating. _____
7. Successful bidder must provide a computer printout at time of delivery showing particle testing of the hydraulic oil done just prior to the unit being shipped in order to illustrate cleanliness of hydraulic system. _____

POWER SOURCE:

1. Unit to be mounted on any chassis that meets the manufacture's recommended specification with a heavy-duty clutch style (not shift) PTO and a heavy-duty bi-rotational tandem hydraulic pump. _____

THROTTLE CONTROL:

1. Unit to have an electric operated throttle control to maintain proper engine speed when loader is operated under load. Switch for throttle control to be mounted on operator's platform for operator's convenience. _____
2. Throttle speed-up shall operate only when the transmission is in the neutral position. _____

OUTRIGGERS:

1. Outriggers shall be extendable to a distance that will resist loads of 85% of the tipping moment under maximum rated load. Include strobes on top of each outrigger post. _____
2. The outriggers are to be equipped with smooth pads to cause minimum damage to contacted surface. _____
3. Outriggers shall telescope horizontally in and out; and vertically up and down and operate independently by means of individual controls. _____
4. Outrigger cylinders for stabilizing loader shall be mounted inside telescoping legs. _____

**Bidders
Response**

- 5. Outriggers shall retract to within the maximum highway width and will extend to a maximum width to resist the design load moment.
- 6. Outrigger cylinders shall contain holding valves on extend and retract functions to prevent outrigger leak down.

LIGHTS AND REFLECTORS:

- 1. Shall conform to current State and Federal Standards. Include Cab mounted strobe light.

PAINT:

- 1. Loader shall receive one (1) coat of high-grade primer and two (2) coats of high-grade enamel paint (manufacturer's standard colors).

WARRANTY:

- 1. Entire unit should have a 1 year parts and labor warranty, a 2 year warranty on gear box and slewing ring, a 3 year structural warranty and a 3 year all cylinder warranty.

SPECIFICATIONS: 18FT. LONG, 24 CUBIC YARD BODY

TRASH BODY:

- 1. Entire unit should have a 1 year parts and labor warranty, a 2 year warranty on gear box and slewing ring, a 3 year structural warranty and a 3 year all cylinder warranty.
- 1. 24 Cubic Yard Capacity
- 2. 18 Foot Body Length
- 3. Body shall be mounted with a minimum space of 60 inches between the cab and the front of the body
- 4. Body floor shall be made of 1/4 sheet steel. A 3/16" formed channel shall create a bumper on both sides of the floor.

**Bidders
Response**

5. Body walls to be constructed with 10 gauge shee steel. Wall stiffeners to be a minimum of 11 gauge formed channels placed on approximately 24-inch centers. _____
6. Body walls shall have a top rail made of 3" x 4" x 1/4" rectangle tubing. _____
7. Wall stiffeners will be welded to top rail and stiffeners will be welded to the wall sheet. _____
8. Front body wall to be 42 inches high with side body walls transitioning from 42 inches high to 60 inches high 8 ft. from the body. _____
9. Body full length main structural channel sills to be 8 inch @ 11.50 lbs. per ft. Cross sills to 4 inch @ 5.4 lbs. per ft. Structural channel. Cross sills to be placed on 12-inch centers. _____
10. Body shall have (1) roll-off container type rear door 60 inches high to swing completely around to the curb side wall with aire actuated locking system to positively lock with safety pin. Shall have3 hinges with single hinge pin. _____
11. Each door shall be hinged with (2) 1 inch hinge pins. Hinges must be welded to body and door and must contain easily accessible grease fittings. Door latch will secure both doors at the top and bottom. _____
12. Rear doors shall be fabricated from 10-gauge steel with a circumferential frame of 4-inch structural channel. _____

BODY HOIST:

1. The hoist system shall be two 5" bore, two stage telescopic hydraulic cylinders rated @ 2,500 PSI working pressure mounted to provide a 45 degree dump angle. Left and right hoist cylinders must be mounted outboard of the chassis frame. _____
2. Minimum hoist rated capacity: 15 tons _____

LIGHTS AND REFLECTORS:

- 1. All lighting to be DOT standards and shall conform to current State and Federal Standards. _____
- 2. Reflective safety tape shall be on both sides and on rear of body. Include LED Strobes in corner posts. _____

PAINT:

- 1. Body exterior shall receive (1) coat of high-grade primer and (2) coats of high-grade black enamel paint. _____
- 2. Body interior shall receive (1) coat of high-grade primer. _____

SAFETY REAR BUMPER:

- 1. Body shall have a rear safety bumper. _____

BODY SAFETY PROP:

- 1. Two (2) body safety props shall be installed one on each side of the chassis frame rails. _____

WARRANTY:

- 1. Entire unit to have a one year parts and labor warranty and a 3 year structural warranty. _____

These specifications are requested minimum specifications for a truck, knuckle boom loader and a dump body. The bidder must provide certification that the cab and chassis is safe for travel and operation on roadways. Additionally the provider must certify that the loader can be safely operated while picking up stumps, brush and debris. The complete unit must meet all state and federal requirements and safety standards.

Equipment should be bid FOB, City of Rome, 200 Vaughn Road Rome, Georgia 30161

BID FORM

TO: City of Rome – Purchasing Department
ATTN: JOHNNNA M. ALLEN
P.O. Box 1433
601 Broad Street
Rome, Georgia 30162-1433

BID PKG. “028-16-Cab and Chassis/Knuckle Boom Loader/Dump Trash Body Unit”

Quantity	Description	Unit Price
1	Cab & Chassis Knuckle boom loader/ Dump body unit	_____

Expected Delivery Date: _____

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and to be considered only at the discretion of the Purchasing Department.

Name of Individual, Partner
Or Corporation

Company

Title

Address

Authorized Signature

City, State, Zip Code

Company phone number

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **August 25, 2016 at 3:00 p.m.** but may not be withdrawn after such date and time.

That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

_____	_____
Name	Title

_____	_____
Name	Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____ 20_____

NOTARY PUBLIC

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name: _____

Signature: _____

Title: _____

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

Notary Public

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/tw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CITY OF ROME

DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

CITY OF ROME, GEORGIA
E-VERIFY COMPLIANCE AFFIDAVIT

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 the City of Rome, Georgia 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
(Not Required if Less than 10 Employees)

Signature (if less than 10 employees)

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 _____, _____, 20____ 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 _____, 20____

NOTARY PUBLIC
My Commission Expires:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

_____.

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 O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Name of Applicant Printed

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires: