

Invitation to Bid

Street Resurfacing – Various Streets

Monday, February 21, 2022

The City of Manchester

P.O. Box 366

116 2nd Street

Manchester, GA 31816

Table of Contents

1.0 Submission Details.....	3
1.2 Submission Delivery Address.....	4
1.3 Submission Questions and Clarifications.....	4
1.4 Electronic Submissions.....	4
1.5 Additional Information/Addenda.....	4
1.6 Late Submittal, Late Modifications, and Late Withdrawals.....	5
1.7 Rejection of Bid.....	5
1.8 Minimum Bid Acceptance Period.....	5
1.9 Non-Collusion Affidavit.....	5
1.10 Illegal Immigration Form.....	5
1.11 Bond Requirements.....	5
1.12 Cost Incurred by Bidders.....	5
1.13 Bid Opening.....	6
1.14 Taxes.....	6
1.15 Proposer Information.....	6
1.16 Anti-Discrimination.....	6
1.17 Acceptance.....	7
1.18 Price.....	7
1.19 Samples.....	7
1.20 Trade Name.....	7
2.0 Purpose and Scope of Work.....	8
2.1 Purpose.....	8
2.2 Scope of Work.....	8
3.0 Qualifications.....	15
3.1 Legal & Insurance.....	15
3.2 Proposal Guaranty.....	15
3.3 Performance & Payment Bonds.....	15
4.0 Procedures.....	16
4.1 Project Administration.....	16
4.2 Questions.....	16
4.3 Open Records.....	16
4.4 Indemnification.....	16

The City of Manchester – Street Resurfacing – Various Streets

4.5 Mandatory Forms	16
4.6 Failure to Deliver Goods/Service	16
4.7 Contract.....	17
4.8 Funding.....	17
4.9 Pre-Construction Conference	17
4.10 Notice to Proceed.....	17
4.11 Completion Date	17
4.12 Final Payment.....	17
5.0 Selection	18
5.1 Opening of Bids	18
5.2 Selection Criteria	18
5.3 Bid Acceptance	18
5.4 Board of Commissioners.....	18
5.5 Contract Negotiation and Signing.....	18
Exhibit A.....	19
Mandatory Forms.....	20

1.0 Submission Details

1.1 Submission Deadlines

One (1) original of the complete signed submittal must be received by the submittal deadline. All submissions for responding to this request must be submitted in a sealed envelope stating on the outside, the vendor’s name, address, and the Invitation to Bid (ITB) title. All submissions must be delivered to our office, as stated below, no later than:

Monday, March 21, 2022
No later than 11:00 am EDT

The City of Manchester – Street Resurfacing – Various Streets

1.2 Submission Delivery Address

The delivery address to be used for all submissions is:

Angel Fowler, City Clerk
The City of Manchester
P.O. Box 366
116 2nd Street
Manchester, GA 31816
Phone: 706-846-3141
Email: cityclerk@manchester-ga.gov

1.3 Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Invitation to Bid:

Mark Pullium
City Manager
The City of Manchester
Phone: 706-846-3141
Email: manager@manchester-ga.gov

All questions that arise must be submitted prior to one business week(s) before the submittal due date and shall be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this ITB and also may result in the disqualification of the vendor's submittal. Vendors may not contact any elected official or other City Employee to discuss the bid process or proposal opportunities, contact of this nature will result in immediate disqualification of the vendor.

1.4 Electronic Submissions

No electronic submissions are required with this ITB.

1.5 Additional Information/Addenda

The City of Manchester will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this ITB or in any addendum to this ITB. Where there appears to be a conflict between the ITB and any addenda issued, the last addendum issued will prevail. Addenda will be published at <https://manchester-ga.gov/city/wp-content/uploads/2022/02/Invitation-to-Bid-Variou-Streets.pdf>. Vendors are encouraged to check this site regularly for immediate access to issued addenda. ITB communications can also be requested as stated above (1.3).

Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Bidders who fail to acknowledge the receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the owner's requirements

1.6 Late Submittal, Late Modifications, and Late Withdrawals

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Manchester assumes no responsibility for the premature opening of a bid not properly addressed and identified, and/or delivered to the proper designation.

1.7 Rejection of Bid

The City of Manchester may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. Submittals received after said time or at any place other than as stated in the notice will not be considered.

1.8 Minimum Bid Acceptance Period

Valid submittals shall not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

1.9 Non-Collusion Affidavit

By submitting a response to this ITB, the vendor represents and warrants that such bid is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham bid, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a bid, the vendor represents and warrants that no official or employee of The City of Manchester 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 there from.

1.10 Illegal Immigration Form

Every contractor and sub-contractor submitting a bid must complete the form showing compliance with the Illegal Immigration Reform and Enforcement Act of 2011, O.C.G.A. § 13-10-91. The form is provided with this ITB package along with one for any sub-contractors.

1.11 Bond Requirements

A performance bond in the amount equal to one hundred (100) percent of the total bid and a payment bond in the amount equal to one hundred (100) percent of the total bid along with a proposal guaranty in the amount of five (5) percent of the total bid will be required for this project. Any bid that does not include these will be rejected.

1.12 Cost Incurred by Bidders

All expenses involved with the preparation and submission of the bid to The City of Manchester, or any work performed in connection therewith is the responsibility of the bidder(s).

1.13 Bid Opening

Bid submittal prices will be opened publicly and reviewed based on price. A list of companies responding to the bid may be obtained from the Administration Office, after the bid due date and time stated herein.

1.14 Taxes

The selected vendor will be provided with The City of Manchester Sales and Use Tax Certificate of Exemption number upon request for material purchases.

1.15 Proposer Information

All bidders must register as a vendor with The City of Manchester prior to the bid submittal. Registration information can be found at <https://manchester-ga.gov/city/wp-content/uploads/2022/02/Invitation-to-Bid-Variou-Various-Streets.pdf> All submissions shall include a current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide The City of Manchester with copies of that state’s regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a bid.

1.16 Anti-Discrimination

By submitting a response to this ITB, all perspective contractors certify to The City of Manchester that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended. In every contract of over \$10,000 the provisions in 1.16.1 and 1.16.2. apply:

1.16.1

During the performance of this contract, the contractor agrees as follows:

1.16.1.1

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

1.16.1.2

The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1.16.1.3

Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

1.16.2

The contractor will include the provisions of 1.16.1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

1.17 Acceptance

Submission of any bid indicates acceptance of the conditions contained in the ITB unless clearly and specifically noted otherwise in the bid.

1.18 Price

Prices quoted shall be lump sum and include all costs and charges to include, but not limited to material, labor, transporting the equipment, operating equipment, safety compliance, and/or services described herein to accomplish the Scope of Work as described in Section 2.2. The City of Manchester is exempt from state sales tax. All fees shall be included in the bid price. Bidders must provide a quote based on the bid unit as listed. Please provide the lump sum price on a cover sheet of the bid with the company's letterhead and a signature of an authorized representative.

1.19 Samples

If samples are requested by The City of Manchester, they shall be at no charge to the City and will become property of the City, unless return is requested by the bidder in writing in their bid. Return of samples will be at bidder's expense.

1.20 Trade Name

Bidders are required to indicate the brands and models of merchandise and/or services quoted. Unless listed as "brand/model only", brand names and models listed in specifications are used as a standard of quality and/or clarification of desired product.

2.0 Purpose and Scope of Work**2.1 Purpose**

The intent of this Invitation to Bid (ITB) is to solicit bids for furnishing all labor, equipment, and materials necessary to patch, level, mill, and resurface the pavement of streets owned by the City of Manchester. The specific streets included in this work include by name are as follows: Franklin Street (.12 mile), Holy Hill Place (.30 mile), Jefferson Street (.08 mile), Ridge Street (.10 mile), Ruby Street (.11 mile), Spring Street (.06 mile), Spruce Street (.20 mile), Tim Brown Road (.37 mile), Walker Street (.18 mile), Washington/Glen Fowler Street (.45 mile), and Roger Brawner Avenue (.12 mile).

All projects identified on the Project list and included in the Scope of work shall be constructed in accordance with the Georgia Department of Transportation's Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

2.2 Scope of Work**2.2.1**

Asphalt Concrete Patching – 4"

2.2.2

Asphalt Concrete Leveling – 9.5 MM

2.2.3

Asphalt Concrete Surf.Crs. – 12.5 MM

2.2.4

Milling 1.5" plus leveling

2.2.5

Bituminous Tack Coat

2.2.6

Traffic Control

2.2.7

Adjust Water Valves, Gas Valves, and Manholes to Grade

2.2.8 Activities by Street – Specific Activities Required

City of Manchester

Street Resurfacing - Various Streets

Street Name					
Franklin Street					
Start	Perry St.				
Stop	R.R. Crossing				
Est. Distance	.12 Mile				
	Est. Quantity	Unit	\$/Unit	Extension	
Traffic Control	LS	LS		_____	
Resurface 12.5 MM	62	TN		_____	
Leveling 9.5MM	22	TN		_____	
Bituminous Tack Coat	45	GAL		_____	
Asphalt Concrete Patching 4"	26	TN		_____	
Milling 1.5" plus leveling	22	SY		_____	
Adjust to Grade					
Manhole	0	LS		_____	
Gas Valve	0	LS		_____	
Water Valve	2	LS		_____	

Street Name					
Holy Hill Place					
Start	Warm Sp. Hwy				
Stop	Tim Brown Dr.				
Est. Distance	.30 Mile				
	Est. Quantity	Unit	\$/Unit	Extension	
Traffic Control	LS	LS		_____	
Resurface 12.5 MM	255	TN		_____	
Leveling 9.5MM	93	TN		_____	
Bituminous Tack Coat	185	GAL		_____	
Asphalt Concrete Patching 4"	66	TN		_____	
Milling 1.5" plus leveling	3080	SY		_____	
Adjust to Grade					
Manhole	2	LS		_____	
Gas Valve	2	LS		_____	
Water Valve	2	LS		_____	

Street Name				
Jefferson Street				
Start	Hill St.			
Stop	Foster St.			
Est. Distance	.08 Mile			
	Est. Quantity	Unit	\$/Unit	Extension
Traffic Control	LS	LS		_____
Resurface 12.5 MM	86	TN		_____
Leveling 9.5MM	31	TN		_____
Bituminous Tack Coat	63	GAL		_____
Asphalt Concrete Patching 4"	25	TN		_____
Milling 1.5" plus leveling	1040	SY		_____
Adjust to Grade				
Manhole	0	LS		_____
Gas Valve	0	LS		_____
Water Valve	1	LS		_____

Street Name				
Ridge Street				
Start	Atlantic St.			
Stop	LS Glencamp Way			
Est. Distance	.10 Mile			
	Est. Quantity	Unit	\$/Unit	Extension
Traffic Control	LS	LS		_____
Resurface 12.5 MM	96	TN		_____
Leveling 9.5MM	35	TN		_____
Bituminous Tack Coat	70	GAL		_____
Asphalt Concrete Patching 4"	13	TN		_____
Milling 1.5" plus leveling	1165	SY		_____
Adjust to Grade				
Manhole	3	LS		_____
Gas Valve	0	LS		_____
Water Valve	0	LS		_____

Street Name				
Ruby Street				
Start	NW J. Ted And.			
	Max Anderson			
Stop	Byron St.			
	MLK Dr.			
Est. Distance	.16 Mile			
	Est. Quantity	Unit	\$/Unit	Extension
Traffic Control	LS	LS		_____
Resurface 12.5 MM	45	TN		_____
Leveling 9.5MM	16	TN		_____
Bituminous Tack Coat	325	GAL		_____
Asphalt Concrete Patching 4"	15	TN		_____
Milling 1.5" plus leveling	540	SY		_____
Adjust to Grade				
Manhole	1	LS		_____
Gas Valve	3	LS		_____
Water Valve	0	LS		_____

Street Name				
Spring Street				
Start	Foster St.			
Stop	Franklin St.			
Est. Distance	.20 Mile			
	Est. Quantity	Unit	\$/Unit	Extension
Traffic Control	LS	LS		_____
Resurface 12.5 MM	174	TN		_____
Leveling 9.5MM	63	TN		_____
Bituminous Tack Coat	127	GAL		_____
Asphalt Concrete Patching 4"	43	TN		_____
Milling 1.5" plus leveling	2104	SY		_____
Adjust to Grade				
Manhole	0	LS		_____
Gas Valve	0	LS		_____
Water Valve	0	LS		_____

The City of Manchester – Street Resurfacing – Various Streets

Street Name				
Spruce Street				
Start	E. Perry St.			
Stop	Franklin St.			
Est. Distance	.20 Mile			
	Est. Quantity	Unit	\$/Unit	Extension
Traffic Control	LS	LS		_____
Resurface 12.5 MM	370	TN		_____
Leveling 9.5MM	135	TN		_____
Bituminous Tack Coat	270	GAL		_____
Asphalt Concrete Patching 4"	60	TN		_____
Milling 1.5" plus leveling	4485	SY		_____
Adjust to Grade				
Manhole	2	LS		_____
Gas Valve	2	LS		_____
Water Valve	2	LS		_____

Street Name				
Tim Brown Road				
Start	SW. J Ted And.			
Stop	1017 Tim Br. Dr.			
Est. Distance	.37 Mile			
	Est. Quantity	Unit	\$/Unit	Extension
Traffic Control	LS	LS		_____
Resurface 12.5 MM	354	TN		_____
Leveling 9.5MM	129	TN		_____
Bituminous Tack Coat	2575	GAL		_____
Asphalt Concrete Patching 4"	39	TN		_____
Milling 1.5" plus leveling	4290	SY		_____
Adjust to Grade				
Manhole	1	LS		_____
Gas Valve	0	LS		_____
Water Valve	0	LS		_____

The City of Manchester – Street Resurfacing – Various Streets

Street Name				
Walker Street				
Start	JD Parham			
Stop	Dead End			
Est. Distance	.18 Mile			
	Est. Quantity	Unit	\$/Unit	Extension
Traffic Control	LS	LS		_____
Resurface 12.5 MM	160	TN		_____
Leveling 9.5MM	56	TN		_____
Bituminous Tack Coat	116	GAL		_____
Asphalt Concrete Patching 4"	26	TN		_____
Milling 1.5" plus leveling	2320	SY		_____
Adjust to Grade				
Manhole	0	LS		_____
Gas Valve	0	LS		_____
Water Valve	0	LS		_____

Street Name				
Washington/Glen Fowler				
Start	E. Perry St.			
Stop	Franklin St.			
Est. Distance	.45 Mile			
	Est. Quantity	Unit	\$/Unit	Extension
Traffic Control	LS	LS		_____
Resurface 12.5 MM	566	TN		_____
Leveling 9.5MM	206	TN		_____
Bituminous Tack Coat	412	GAL		_____
Asphalt Concrete Patching 4"	124	TN		_____
Milling 1.5" plus leveling	6866	SY		_____
Adjust to Grade				
Manhole	3	LS		_____
Gas Valve	0	LS		_____
Water Valve	0	LS		_____

Street Name							
Roger Brawner Road							
Start	E. Perry St.						
Stop	Franklin St.						
Est. Distance	.12 Mile						
		Est. Quantity	Unit	\$/Unit	Extension		
Traffic Control		LS	LS		_____		
Resurface 12.5 MM		62	TN		_____		
Leveling 9.5MM		22	TN		_____		
Bituminous Tack Coat		45	GAL		_____		
Asphalt Concrete Patching 4"		26	TN		_____		
Milling 1.5" plus leveling		22	SY		_____		
Adjust to Grade							
Manhole		1	LS		_____		
Gas Valve		0	LS		_____		
Water Valve		2	LS		_____		

3.0 Qualifications

3.1 Legal & Insurance

Bidder must be a legal business entity with all required state and local certificates to conduct business within The City of Manchester, Georgia. Bidder must be able to provide current General Liability Insurance. Bidder must be able to provide Workers' Compensation Insurance. See Exhibit B for Insurance Requirements.

3.2 Proposal Guaranty

Bidders must provide a Proposal Guaranty that equals five (5) percent of the total bid. All Proposal Guaranties except that of the successful bidder will be returned immediately following the Award of the Contract. The Guaranty of the successful bidder to whom the award is made will be retained until the Contract Performance and Payment Bonds have been signed and approved.

3.3 Performance & Payment Bonds

At the time of the execution of the Contract, and as a part thereof, the successful Bidder shall furnish Performance and Payment Bonds each in a sum equal to one-hundred (100) percent of the Contract. The Bonds shall be executed by the Contractor and a Surety Company acceptable to the City and authorized to do business in the State of Georgia. In the event the bond is furnished by an out-of-state agent licensed to do business in the State of Georgia, it shall be countersigned by a Georgia resident agent in accordance with the laws of Georgia.

4.0 Procedures

4.1 Project Administration

The bid will be administered by The City of Manchester through the City Clerk. The City of Manchester, City Manager, being the main point of contact for all questions during the preliminary procedures. After a contract or bid is awarded, the City of Manchester Clerk and the City Manager will be the project administrators.

4.2 Questions

All questions shall be submitted in writing (e-mail is preferred) and relevant questions shall be posted on our website (see 1.5).

4.3 Open Records

All materials submitted in connection with this ITB will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of The City of Manchester. All such materials shall remain the property of The City of Manchester and will not be returned to the respondent.

4.4 Indemnification

All respondents to this ITB shall hold harmless The City of Manchester, and any of their officers and employees from all suits and claims alleged to be a result of this ITB. The issuance of this ITB constitutes only an invitation to present a bid. The City of Manchester reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this ITB. The City of Manchester also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this ITB is withdrawn or the project canceled for any reason, The City of Manchester shall have no liability to any respondent for any costs or expenses incurred in connection with this ITB or otherwise.

4.5 Mandatory Forms

Failure to submit all the mandatory forms from this ITB package shall be just cause for the rejection of the qualification package. However, The City of Manchester reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

4.6 Failure to Deliver Goods/Service

In case of failure to deliver goods/service in accordance with the contract terms and conditions, The City of Manchester, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which The City of Manchester may have.

4.7 Contract

Any contract resulting from this ITB shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.

4.8 Funding

It is understood and agreed by the bidder that The City of Manchester shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this ITB.

4.9 Pre-Construction Conference

A Pre-Construction Conference shall be held on this project before any work is started by the contractor. The Pre-Construction Conference shall include the The City of Manchester Clerk, the City Manager, and the Contractor.

4.10 Notice to Proceed

The work shall begin within two (2) weeks after notification to begin work by the City and shall be carried through to completion without unreasonable delays and without suspension of the work unless authorized in writing by the City. If there are unreasonable delays or unauthorized suspensions of the work, the City reserves the right to charge the Contractor, not as a penalty, but as liquidated damages, as prescribed in an executed contract.

4.11 Completion Date

The Completion Date of this project shall be **June 30, 2022**.

4.12 Final Payment

Final Payment will be made upon completion of the entire project and after a final inspection. Final payment will not be made until the inspection and any concerns arising from the inspection are abated.

5.0 Selection

5.1 Opening of Bids

All qualified bids will be opened by the City Clerk, publicly, at the time and date that bids are due.

5.2 Selection Criteria

The low bidder will be the only consideration for negotiation and recommendation to the City of Manchester City Council for the bid award.

5.3 Bid Acceptance

The City of Manchester reserves the right to accept the bid that is determined to be in the best interest of the City. The City reserves the right to reject any and or all bids.

5.4 Board of Commissioners

The accepted low bid will be brought before the City of Manchester City Council during a regular open meeting by the City Manager for Commission approval. The Board of Commissioners gives the final approval for the acceptance of a bid and reserves the right to reject the selected bid for any reason.

5.5 Contract Negotiation and Signing

Upon City Council approval, the City will complete contract negotiations with the selected vendor. The contract must be signed by an authorized agent of the selected vendor and by the Mayor the City of Manchester.

Exhibit A

LIABILITY INSURANCE REQUIREMENTS

The limits of liability for the insurance required by the General Conditions shall not be less than the following amounts:

- A. Workers Compensation
 - 1) State Statutory
 - 2) Applicable Federal
(e. g. Longshoreman’s): Statutory
 - 3) Employer’s Liability \$1 Million

- B. Comprehensive General Liability (including Contractual Liability, Premises – Operations; Independent contractor’s Protective; Products Liability – Completed Operations; Broad Form Property Damage:
 - 1) General Aggregate (Except Products – Completed Operations) \$2 Million
 - 2) Products – Completed Operations Aggregate \$1 Million
 - 3) Personal and Advertising Injury (per Person/Organization) \$1 Million
 - 4) Each Occurrence (Bodily Injury) \$50,000.00
 - 5) Each Occurrence (Property Damage) \$50,000.00
 - 6) Excess or Umbrella Liability \$3 Million
 - a. General Aggregate \$3 Million
 - b. Each Occurrence \$3 Million

NOTICE TO BIDDER: *Certificates of Insurance shall be submitted with the Contractor’s Bid.*

Mandatory Forms

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

CITY 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. Affiant 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. Affiant also states as bidder, that they have not been a party to any collusion with any officer of The City of Manchester or any of their employees as to quantity, quality or price in the prospective contract; and those discussions have not taken place between bidders and any office of The City of Manchester 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 SEAL]

Notary Public

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT
PRIMARY CONTRACTOR**

Name of Contracting Entity: _____

Proposal Title: _____

Proposal Date: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, company, or corporation which is contracting with The City of Manchester has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, * in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Manchester at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify User Identification Number Date of Authorization

BY: Authorized Officer or Agent Date
(Name of Person or Entity)

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 20__

_____ [NOTARY SEAL]
Notary Public

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT
SUB-CONTRACTOR**

Name of Sub-Contracting Entity: _____

Proposal Title: _____

Proposal Date: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, company, or corporation which is contracting with The City of Manchester has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, * in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Manchester at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify User Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Name of Person or Entity)

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public [NOTARY SEAL]

PROPOSAL GUARANTY

KNOW ALL MEN BY THESE PRESENTS THAT WE _____ [*Contractor’s name*],
as Principal, hereinafter called the Principal, and (Surety) _____ a corporation duly organized under
the laws of the State of _____ as Surety, hereinafter called the Surety, and held and firmly
bound unto

The City of Manchester, Georgia
116 2nd Street
PO Box 366
Manchester, GA 31816

as Obligee, hereinafter called Obligee, in the sum of _____ Dollars (\$ _____), or percent

(_____ %) of the amount bid, for the payment of which sum well and truly to be made, the

said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns,
jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:
The City of Manchester Street Resurfacing – Various Streets

The specific streets included in this work include by name are as follows: Franklin Street (.12 mile), Holy Hill Place (.30 mile), Jefferson Street (.08 mile), Ridge Street (.10 mile), Ruby Street (.11 mile), Spring Street (.06 mile), Spruce Street (.20 mile), Tim Brown Road (.37 mile), Walker Street (.18 mile), Washington/Glen Fowler Street (.45 mile), and Roger Brawner Avenue (.12 mile).

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid and give such bonds or bond as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and Sealed this _____ day of _____, 20____.

(Principal)

By:

(Witness) (Title)

EXECUTION OF BID

DATE: _____

The potential vendor certifies the following by placing an "X" in all blank spaces:

- ___ That this bid was signed by an authorized representative of the company.
- ___ That the potential Contractor/Vendor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ___ That all costs associated with this project have been determined, including all direct and indirect costs.
- ___ That the potential vendor agrees to the conditions as set forth in this INVITATION TO BID with no exceptions.

Therefore, in compliance with the foregoing Invitation to Bid, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this bid is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract. I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this ITB, I/we guarantee and certify that all items included in my bid meet or exceed specifications. I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

---Sign on next page---

Business Contact Representative

Operational Contact Representative

Vendor's Name

Federal ID #

Address

Phone

Fax

Email

Authorized Signature

Date

Typed Name & Title

ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the Invitation to Bid and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No _____

Addendum No. _____

Addendum No. _____

Authorized Representative/Title
(Print or Type)

Authorized Representative
(Signature)

(Date)

Bidders must acknowledge any issued addenda. Bidders who fail to acknowledge the receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the owner’s requirements.