



THE CITY OF SANDY SPRINGS

Invitation to Bid #13-213 Police Patrol Model Vehicles

The City of Sandy Springs is accepting sealed bids from qualified dealers for **Police Patrol Model Vehicles**. All bidders must comply with all general and special requirements of the bid information and instructions enclosed herein.

Sealed bids will be received no later than **2:00 P.M. on July 31, 2012** in the City of Sandy Springs Purchasing Office, 7840 Roswell Road, Bldg. 500, Sandy Springs, Georgia, 30350 at which time bids will be opened and publicly read aloud. Bids received after the above time or in any other location other than the Purchasing Office **will not** be accepted. Bids shall be presented in a sealed opaque envelope with the bid number and name (**#13-213, Police Patrol Model Vehicles**) clearly marked on the outside of the envelope. The name of the company or firm submitting a bid should also be clearly marked on the outside of the envelope. One (1) original and three (3) copies must be submitted. Bids will **not** be accepted verbally or by fax or email. Bid packages are available at on the City of Sandy Springs' website, www.sandyspringsga.gov, Purchasing Page and on the State of Georgia Procurement Registry. All questions should be forwarded **in writing** to Lynn Taylor at etaylor@sandyspringsga.gov. Please refer to Bid **#13-213 Police Patrol Model Vehicles**, when requesting information. **The Purchasing Office shall not be responsible for bid responses that are mailed or sent via private delivery services.**

The City of Sandy Springs reserves the right to reject all bids and to waive technicalities and informalities, and to make award in the best interest of the City of Sandy Springs. The City of Sandy Springs reserves the right to extend the contract for additional services, and/or materials.

Any alterations to this document made by the bidder may be grounds for rejection of bid, cancellation of any subsequent award, or any other legal remedies available to Purchasing Division. This Invitation to Bid is subject to the instructions, conditions, specifications, addenda, and any other elements of this Invitation to Bid, "ITB", including those incorporated by reference.

**CITY OF SANDY SPRINGS
SEALED BID LETTER**

ITB #13-213

Bid Due Date: July 31, 2012, 2:00 p.m.

We propose to furnish and deliver any and all of the deliverables and services named in the attached Invitation to Bid (ITB) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the ITB.

It is understood and agreed that this bid constitutes an offer, which when accepted in writing by the Purchasing Office, City of Sandy Springs, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Sandy Springs.

It is understood and agreed that we have read the City's specifications shown or referenced in the ITB and that this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Sandy Springs reserves the right to reject any or all submittals, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this bid shall be valid and held open for a period of sixty (60) days from bid opening date.

BID SIGNATURE AND CERTIFICATION

(Bidder to sign and return with bid)

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid 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 bid and certify that I am authorized to sign this bid for the bidder. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized

Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

INSTRUCTIONS AND CONDITIONS

- (1) These documents constitute the complete set of specification requirements and bid response forms. The bidder is responsible for insuring that all pages and all addenda are received. The Purchasing Division advises all bidders to closely examine this ITB package, and to immediately direct any questions regarding the completeness of this ITB package and any addenda thereto to the Purchasing Division. Unless otherwise directed in writing by the Purchasing Division, the bidder must submit all bid responses on the bid response form provided with this ITB. The Purchasing Division will not accept bid responses on bidder's letterhead and/or quotation forms.
- (2) All bid responses must be written legibly in ink and signed by an individual authorized to bind the bidder. Properly notarized signatures are required where indicated; failure to comply with this requirement shall be cause for rejection of bid response. Erasures, white-outs and type-overs, and other modifications must be initialed. Bidders are cautioned to verify their bid response prior to submission. Bid responses may only be withdrawn under the limited circumstances as directed by the Purchasing Manager.
- (3) Bid responses must be submitted in a sealed, properly marked envelope and filed on or before the date and time specified for the receipt of bids responses. No late bid responses will be accepted. The Purchasing Division shall not be responsible for bid responses that are mailed or sent via private delivery services.
- (4) The Purchasing Division will not accept bid responses submitted by fax or electronic mail.
- (5) Any contract awarded pursuant to this ITB shall be awarded to the lowest responsive and responsible bidder whose bid response meets the requirements and criteria set forth in this ITB. A "responsive bidder" means a person who has submitted a bid response which conforms in all material respects to the ITB. A "responsible bidder" means a person who has the capacity in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance
- (6) Any changes made to this bid document may delay any contract award and execution. Additionally, changes made to this bid document may disqualify the bid response as non-responsive.
- (7) Pursuant to the Purchasing Policies of The City of Sandy Springs, bid responses may be modified by written notice received by the office specified herein for receipt of bid responses prior to the date and time for public opening of bids. Late modifications cannot be considered.
- (8) Certain mistakes may be corrected so long as the intended correct bid response is clearly evident.
- (9) Substitutions will not be permitted unless specifically provided for in this ITB. If this ITB specifies that substitutions are permitted, any particular manufacturer, brand, model, make or detailed description set forth in the specifications is for descriptive

purposes only and a bidder may substitute articles so long as they are of similar character, quality and design as that specified, and will serve the purpose for which the article is to be used equally well as that specified, and is equally suited to the needs of Purchasing Division as that specified. If bidding a substitute article, a bidder must provide the manufacturer's name and catalogue reference, specifications for the substitute article, and/or other information that will enable the Purchasing Agent to make the determination of similarity, serviceability and suitability of the substitute. Purchasing Division reserves the right, through the Purchasing Agent, to be the sole judge in making such determination. **UNLESS THIS ITB SPECIFIES THAT A SUBSTITUTE ARTICLE IS PERMITTED, IT IS UNDERSTOOD THAT THE ARTICLE TO BE PROVIDED BY THE BIDDER, IF SUCCESSFUL, WILL BE OF THE SAME MANUFACTURE, BRAND, MODEL, MAKE AND/OR WILL MATCH THE DETAILED DESCRIPTION SET FORTH IN THE SPECIFICATIONS.**

(10) ALL BIDDERS WHO ARE AWARDED CONTRACTS AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS SET FORTH BELOW:

- a) The awarded bidder shall not assign, transfer, convey or otherwise dispose of the contract, or the right, title or interest in or to the same of any part thereof, without the prior written consent of Purchasing Division, and the awarded bidder shall not assign by power of attorney or otherwise any of the moneys to become due and payable under the contract. Breach of this provision shall be a material breach.
- b) It is understood that it is necessary for Purchasing Division to have a continuous and uninterrupted flow of supplies and materials and services and the awarded bidder must furnish and make the deliveries of supplies, materials, and services accordingly.
- c) The contract is subject to all ordinance provisions of the Purchasing Division. It is hereby agreed that the provisions of all ordinances and resolutions of Purchasing Division relating to bidders and contractors are hereby made a part of the contract.
- d) Should awarded bidder fail to fulfill, in a timely and proper manner, its obligations under the contract, or if it should violate any of the terms of the contract, the Purchasing Division shall have the right to immediately terminate the contract. Purchasing Division may terminate the contract at any time, with or without cause, upon sixty (60) days written notice to bidder. Should funding for the contract be discontinued, Purchasing Division shall have the right to terminate the contract immediately upon written notice to the awarded bidder.
- e) Purchasing Division, at its option, and in lieu of immediate termination, may request that the awarded bidder repair or replace any defective goods or correct performance by written notice to awarded bidder. In that event, awarded bidder shall take corrective action within thirty (30) days. Exercise of this option shall not relieve awarded bidder of any liability to Purchasing Division for damages sustained by virtue of awarded bidder's breach.
- f) The contract may be modified only by written amendment executed by all

parties and their signatories hereto. All change orders, where required, shall be executed in accordance with the Purchasing Policies with the City of Sandy Springs.

- g) No waiver of any provision of the contract shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.
- h) Awarded bidder agrees that, in the event either party deems it necessary to take legal action to enforce any provision of the contract, and in the event Purchasing Division prevails, awarded bidder shall pay all expenses of such action including Purchasing Division's attorney fees and costs at all stages of the legal action.
- i) The contract sets forth the entire agreement between the parties with respect to the subject matter thereof and shall govern the respective duties and obligations of the parties.
- j) The validity, construction and effect of the contract, and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Georgia.
- k) Should any provision of the contract be declared to be invalid by any court of competent jurisdiction, such provision shall be served and shall not affect the validity of the remaining provisions of the contract.
- l) Contractor shall indemnify and hold harmless the City of Sandy Springs, Purchasing Division, its officers, agents and employees from:
 - i) any claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts of omission of awarded bidder, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of this contract; and
 - ii) any claims, damages, penalties, costs, and attorney's fees arising from any failure of awarded bidder, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- m) Awarded bidder shall maintain insurance sufficient to cover any claims arising from the acts of the awarded bidder in connection with the performance of this contract and subject to the approval of the Purchasing Division.

(11) The Purchasing Division does hereby expressly reserve the right to reject any and all bid responses, the right to request additional information, the right to clarify bids, the right to award a contract for only some but not all the articles or items in the bid, and does further expressly reserve the right to waive minor irregularities. The Purchasing Division does not warrant or guarantee that a contract will be awarded as a result of this ITB. The City of Sandy Springs reserves the right to reject all bids and to waive technicalities and informalities, and to make award in the best interest of the City of Sandy Springs. The City of Sandy Springs reserves the right to extend the contract for additional services,

and/or materials.

- (12) Any prospective Bidder desiring an explanation or interpretation of this ITB, drawings, specifications, etc., must request such explanation in writing no later than three (3) days prior to the bid submission date. Any information provided by the Purchasing Division to a prospective bidder concerning this ITB shall be in the form of a written addendum furnished to all prospective bidders, at the sole discretion of the Purchasing Division.
- (13) Where more than one item is listed, any item(s) not bid upon should be indicated "No Bid". Any and all items left blank will be considered a "No Bid" for that item. If no items are bid on, the "*Statement of No Bid*" should be returned, with the envelope plainly marked "No Bid" with the bid number.
- (14) A bidder desiring to bid "No Charge" must so indicate; otherwise the bid will be construed as incomplete and may be rejected.
- (15) Bidders are cautioned that any condition, qualification, provision, or comment in its bid response, or in other correspondence transmitted with their bid response, which in any way modifies, takes exception to, or is inconsistent with the specifications, requirements, or any of the terms, conditions, or provisions of this ITB, shall be sufficient cause for the rejection of its bid response as non-responsive.
- (16) Restrictions on Communications with Staff

All questions about this Bid must be submitted by email in the following format:

Company Name

- 1. Question
- 2. Question

Questions must be directed **in writing** to the Issuing Purchasing Agent, Lynn Taylor, by email at etaylor@sandyspringsga.gov.

Questions must include the company name and the referenced bid section.

From the issue date of this Bid until a contractor is selected and the selection is announced, Bidders are not allowed to communicate for any reason with any City staff, elected officials, or other contractors or sub-contractors except through the Issuing Purchasing Agent named herein, or during the Bidder's conference, or as provided by existing work agreement(s). The City reserves the right to reject the submittal of any Bidder violating this provision. All questions concerning this Bid must be submitted in writing (email only) to the Issuing Purchasing Agent. No questions other than written will be accepted. No response other than written will be binding upon the City.

- (17) **BIDDER, BY SIGNING AND MAKING THIS BID, MAKES THE FOLLOWING AFFIRMATIVE DECLARATION AND STATEMENT AS OF THE DATE SAID BID IS SIGNED, TO WIT:**

- a) Bidder, after being first duly sworn, affirms that by its employment policy, standards and practices, it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to the individual's race, creed, color, national origin, age or sex and it is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.
 - b) It is the policy of Purchasing Division not to discriminate on the basis of age, race, sex, color, national origin, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.
 - c) Bidder understands that it shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or bid therefore.
 - d) Bidder also understands that it shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract of the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
 - e) Bidder also understands that it shall be a breach of ethical standards for a person to be retained, or to retain a person to solicit or to secure a City of Sandy Springs contract upon the agreement or understanding for a contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.
 - f) Bidder represents that bidder has not retained any person in violation of the previous paragraph.
 - g) A breach of ethical standards could result in civil and/or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under the City of Sandy Springs contracts.
- (18) BIDDER, BY SIGNING AND MAKING THIS BID, does further declare, in determining the prices and/or amounts of the bid, that bidder has not colluded with any other person, firm, corporation or association in arriving at said prices and/or amounts or in any way violated the terms, conditions and/or spirit of the provisions of 15 U.S.C. 1 through 7 (Sherman Anti-Trust Act).
- (19) Price quoted must be the price for new merchandise that is free from defects. Any bid

responses which modify the requirements of this ITB will not be considered and may result in a determination that a bid response is deemed non-responsive.

- (20) Deliveries of all items shall be made as stated in the bid specifications. In the appropriate blank on the bid response form, the Bidder must indicate the best delivery date after receipt of order. Deliveries resulting from this ITB are to be made during the normal working hours of the Purchasing Division. Time is of the essence and the bidder's delivery date must be specified and adhered to. Should the awarded bidder fail to deliver items on or before its stated date, Purchasing Division reserves the right to cancel the order or contract. The awarded bidder(s) shall be responsible for making any and all claims against carriers for missing or damaged items.
- (21) Delivered items will not be considered "accepted" until an authorized agent for Purchasing Division has, by inspection or test of such items, determined that they fully comply with specifications. Purchasing Division may return, for full credit and at no expense to Purchasing Division, any item(s) received which fail to meet the specifications as stated in this ITB.
- (22) All deliveries made pursuant to this ITB and a contract award must be made pursuant to written purchase order of the Purchasing Division's Purchasing Agent. **The Purchasing Division assumes no liability for goods and/or services provided without a written purchase order from the Purchasing Agent.** Unless otherwise specified in this ITB, delivery charges are to be prepaid and included in the bid price. FOB: Destination.
- (23) The Purchasing Division is exempt from federal and state taxes. Upon request, the Purchasing Agent will provide an exemption certificate to the awarded Bidder. Vendors doing business with the City of Sandy Springs Purchasing Division shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations to Purchasing Division, nor shall any vendor be authorized to use Purchasing Division's Tax Exemption Number in securing such materials.
- (24) If awarded Bidder subcontracts any portion of the contract for any reason, it must provide, in writing, the name and address of the subcontractor, name of the person to be contacted including telephone number and extent of work to be performed. This information should be submitted with bid response; however, if not included, it shall be the responsibility of the awarded Bidder to submit to the Purchasing Agent the subcontractor for approval prior to commencement of work. Purchasing Division reserves the right to reject a bid response of any bidder if, in the sole discretion of Purchasing Division, the bid response names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform properly under the award.
- (25) Payment will be made by the City of Sandy Springs Payables after commodities and/or services have been received, accepted, and properly invoiced as indicated in the contract and/or purchase order. Invoices must bear the purchase order number.
- (26) The awarded bidder must strictly comply with federal, state, and local building and safety codes. Equipment must meet all federal and state safety regulations for grounding of electrical equipment and for lockout/tag out processes.

- (27) Bidder certifies that all material, equipment, processes, etc., contained in its bid response meets all OSHA, ANSI, NFPA and all other federal and state requirements. Bidder further certifies that, if it is the successful bidder, and the material, equipment, etc., delivered is subsequently found to be deficient in any of the aforementioned requirements in effect on the date of delivery, all costs necessary to bring the material, equipment, processes, etc., into compliance shall be borne by the awarded bidder.

APPENDICES

- 1. Scope of Services/General Requirements**
- 2. Bid Schedule**
- 3. Bid Price Certification**
- 4. Affidavit Verifying Status for City Public Benefit Application**
- 5. Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

SCOPE OF SERVICES/GENERAL REQUIREMENTS

AUTOMOBILES

Note: Requirements specified herein shall apply to all automobiles purchased by the City of Sandy Springs. This specification is not complete without specific requirements in the detail specifications. In the event of conflict between this specification and the detail specifications, the detail specifications shall apply.

APPLICABLE DOCUMENTS: Reference to publications in the detail specifications shall apply to those issues in effect on the date of the Invitation to Bid, unless otherwise specified.

DESIGN: New models in current production, complete with all necessary operating components and accessories customarily furnished, together with such modifications as may be necessary to enable the vehicle to function reliably and efficiently in sustained operation. Design to permit accessibility for maintenance purposes with minimal disturbance of other components or accessories.

COMPONENTS, ASSEMBLIES, AND ACCESSORIES: The vehicle, shall have all of its components, assemblies, and accessories installed and shall be delivered to the City meeting or exceeding all applicable requirements of the Environmental Protection Agency Regulations, Federal Motor Vehicle Safety Standards, Federal Motor Carrier Safety Regulations and Industry Specifications, Standards and Regulations that are in effect on the date of manufacture. **NOTE: All components, assemblies, and accessories shall be Factory installed unless otherwise noted.**

STANDARD EQUIPMENT: The vehicle shall include all components, assemblies and accessories as offered by the vehicle manufacturer and referred to as "standard equipment or features."

EMISSION CONTROLS: All vehicles must be certified to the low emission vehicle (LEV), ultra-low emission vehicle (ULEV), or zero emission vehicle (ZEV) standards as defined by the United States Environmental Protection Agency in 40CFR Part88 Subpart A and qualify as a Clean Fueled Vehicle under Georgia Rules for Clean Fueled Fleets, Chapter 391-3-22.

INTERIOR & EXTERIOR SOUND LEVEL: Vehicles shall comply with Federal Interstate Noise Standards.

COOLING SYSTEMS: Liquid pressurized forced circulation type, consisting of the necessary components of such design and capacity to maintain the engine at optimum safe temperature under all operating conditions without any loss of coolant. Optimum engine temperatures shall be maintained with the vehicle loaded and continuously operating at all drivable altitudes and grades in ambient temperatures ranging from minus 30 to 120 degrees F. thermostat controlled and suitable for operation with permanent type antifreeze solution. Easily accessible drain outlets shall be provided to allow complete

cooling system drainage. Coolant recovery system to be furnished.

WHEELS: Manufacturers recommended size and capacity for the vehicle offered. Rim contours and sizes shall conform to the current recommendations of the Tire and Rim Association, Inc.

TIRES: All tires furnished shall be black wall, tubeless type with standard highway tread design. Capacity to the maximum load imposed by the evenly and fully loaded vehicle. Conform to the Tire and Rim Association, Inc. Spare tire and wheel, factory installed, shall be furnished.

TOOLS: Jack and lug wrench, factory installed for each vehicle.

EXHAUST SYSTEM: Manufacturer's heaviest duty system available for engine furnished. Corrosion resistant and securely fastened and routed to protect components from hazards. System shall comply with Federal Motor Vehicle Safety Regulations.

CONTROLS, INSTRUMENTS, AND OPERATING MECHANISMS: Located for left-hand drive. Complete and conveniently accessible to driver. Instruments and controls clearly identified as to function.

HEATER AND DEFROSTER: Hot water heating systems with fresh air intakes. Discharge outlets to floor and defroster louvers shall be provided. Systems shall be equipped with variable temperature control and multiple speed blowers.

EXTERIOR FINISHES: Standard production colors.

MATERIALS: New and of quality conforming to current engineering and manufacturing practice. No defects and suitable for the intended service.

SERVICE AND REPAIR: The City of Sandy Springs shall expect the manufacturer to have adequate stocks of replacement parts available to service City vehicles and to make delivery within a reasonable time of all normal replacement parts to their dealers who may service City vehicles. The City further expects that warranty service and repairs as well as non-warranty service and repairs will be handled without prejudice by local dealerships throughout the United States.

WARRANTY: Vehicles shall be fully warranted against defective materials and workmanship by the manufacturer for a period of not less than twelve (12) months or 12,000 miles from date of delivery and acceptance. However, if additional warranty coverage on the whole or any components of the vehicle, in the form of time and/or mileage including any pro-rata arrangements, is normally extended to commercial customers, the City shall receive corresponding warranty benefits.

RESPONSIBILITY FOR INSPECTION: Unless otherwise specified in the contract or purchase order, the supplier shall be responsible for the performance of all inspection and test requirements necessary to ensure compliance with requirements of this and the

applicable detail specifications. This action does not preclude subsequent inspection and testing by the City to further determine conformance with specification requirements for performance, quality standards of workmanship, material and construction techniques.

PRE-DELIVERY SERVICING AND ADJUSTMENT: The dealer **shall not** attach any dealer identification, advertising or similar material to the vehicle. Prior to acceptance by the City inspector, the dealer shall service and adjust each vehicle for operational use, to include as a minimum, the following:

1. Focusing of lights
2. Tuning of engine
3. Adjustment of accessories
4. Checking of electrical, braking and suspension systems
5. Charging of battery
6. Alignment of front end
7. Inflation of tires
8. Balancing of all wheels, including the spare
9. Complete servicing of engine, chassis and operating mechanisms with recommended grades of lubricants or fluids for the ambient air temperature at the point and time of delivery.
10. Servicing of cooling system with permanent type antifreeze and summer coolant for minus 20 degrees F protection.
11. Servicing of windshield washer reservoir with water and appropriate additives
12. A minimum of ¼ tank of fuel.

DOCUMENTS: Each vehicle shall be delivered with complete certificate of origin, tag application, warranty, owner's manual, and all other necessary credentials.

A. SPECIFICATIONS

The successful bidder will provide vehicles in accordance with the following specifications and requirements:

➤ **Fourteen (14), 2011 Chevy Caprice 91C Model**

- Black in color; black in color "GIE"
- Auxiliary Battery
- Full size Spare Tire
- Horn/Siren wiring
- Inoperable rear windows/ Doors
- Daytime running lamp control delete
- Headlamp/ Tail lamp flashing system

B. SCHEDULING AND DELIVERY

It is imperative that all vehicles under this contract be delivered not later than 30 days after the contract award date. Delivery of the new vehicles is expected by **September 30, 2012**. Notification of availability and the delivery schedule for vehicles will be provided to a designated City of Sandy Springs, GA (City) Police

Department contact via email. City of Sandy Springs may deduct as liquidated damages from any money due to the vendor, an amount equal to 1/10th of 1% of the accepted dealer total bid delivery price, per unit, per day, for each and every calendar day during which the contract remains unfinished or uncompleted beyond such time for required completion or approved extension period. Any monies deducted are not be construed as a penalty, but as liquidated damages to compensate for additional costs and inconvenience incurred by the City. Amounts due City as liquidated damages may be deducted by City from any monies due the vendor, and the vendor and his Sureties will be liable to City for any amount not liquidated.

BID SCHEDULE

***All bidders must use this form and fill it out completely.**

COMPANY NAME: _____

ESTIMATED DELIVERY DATE: _____

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT ALL VEHICLES
Chevy Caprice 91C Model 2011 Model Year	14	\$	\$

Unit Price in Words _____

Total Bid Amount in Words _____

BID PRICE CERTIFICATION

In compliance with the attached Specification, the undersigned offers and agrees that if this Bid is accepted, by the City Council within sixty (60) days of the date of Bid opening, that he will furnish any or all of the Items upon which Prices are quoted, at the Price set opposite each Item, delivered to the designated point(s) within the time specified in the Bid Schedule.

COMPANY_____

ADDRESS_____

AUTHORIZED

SIGNATURE_____

PRINT / TYPE
NAME_____

DATE_____

**Affidavit Verifying Status
for City Public Benefit Application**

By executing this affidavit under oath, as an applicant for a City of Sandy Springs, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Sandy Springs license/permit and/or contract for

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

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

****PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____.

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 alien 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:

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:
