



## Electric Capital Improvement Project #180005RI Request for Bids

March 3, 2010

The City of Elberton invites your bid for an Electric Capital Improvement Project for Elberton Utilities electric division. A set of conditions and specifications/requirements is enclosed.

Bids are due in the City Clerk's Office, City Hall, P.O. Box 70, 203 Elbert Street, Elberton, GA 30635, no later than **11:00 a.m., Friday, March 26, 2010.**

No late bids will be accepted. The City of Elberton reserves the right to refuse any and all bids, reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the City of Elberton. The lowest bid is no guarantee of acceptance. The City of Elberton operates on an equal opportunity basis in its bidding process. Bidding is open to all interested parties, in compliance with national, state and local laws.

**BID DEADLINE:**  
**Friday, March 26, 2010**  
**11:00 a.m.**  
**203 Elbert Street**  
**P. O. Box 70**  
**Elberton, Georgia 30635**

Cindy D. Churney  
City Clerk  
706-213-3100  
cchurney@cityofelberton.net

## BID SUMMARY

The City of Elberton is soliciting bids for labor and equipment to re-work and re-build an existing three-phase electrical line including changing out poles and re-insulating.

### GENERAL SCOPE – LABOR AND EQUIPMENT

The City intends to re-work a section of its electric distribution to include changing out poles, re-spec, and re-insulate approximately 2,700 feet of primary line. See drawing of Project #180005RI for details. All construction is to conform to the standard specifications of the Electric Cities of Georgia or equivalent. Your bid is to include a total job cost for labor and equipment for the project. **All work must be completed no later than June 11, 2010. A Contractor that cannot meet that deadline should not submit a bid because it cannot meet contract conditions.**

### MATERIALS

Poles, pole line hardware, conductor and related materials will be provided by the City of Elberton. In the event incidental materials are not available from the City of Elberton and are provided by the Contractor, your bid will include a standard material pricing sheet from which materials will be charged.

### PERMITS

The City of Elberton will obtain any applicable permits for this project. Contractor will be responsible for its own dig tickets under UPC.

## FOR QUESTIONS:

For questions concerning the bid process of the City of Elberton, please contact:

Cindy Churney, City Clerk  
706-213-3100  
[cchurney@cityofelberton.net](mailto:cchurney@cityofelberton.net)

For questions concerning the technical specifications of this project, please contact:

Brad Alexander, Electric Distribution Manager  
706-213-3100  
[balexander@cityofelberton.net](mailto:balexander@cityofelberton.net)

## **BID CONDITIONS/INSTRUCTIONS TO BIDDERS**

These conditions are an integral part of this bid, and the vendor must comply with them.

1. Vendor must bid on the following Bid Response forms and as requested.
2. Place alternative bids on a separate package of Bid Response forms.
3. Vendor should make a copy of bid for his/her file.
4. All cost (including shipping/delivery, handling, taxes and all other costs) must be included in the total bid price as stated on the Bid Response forms.
5. The City of Elberton reserves the right to accept or reject any or all bids, reserves all rights granted to it by law, and reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the City of Elberton.
6. Each bidder/contractor must sign the bid with his/her signature and shall give his/her full business address on the form provided in this bid.
7. No portion of this bid may be subcontracted without the prior written approval of the City. It may be in the best interest of the awardee to subcontract some parts of any job; however, the contractor will be held responsible by the City for the quality, delivery and all terms of conditions of this bid.
8. The City of Elberton operates on an equal opportunity basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.
9. **Bids may be accepted by mail, overnight courier, or hand delivered. Bids must be sealed and properly marked on the outside of the envelope as "Attn: City Clerk; Bid for Electric Capital Improvement Project."**
10. No late bids will be accepted.
11. Bids will be opened and read publicly in City Hall, 203 Elbert Street, Elberton, GA 30635 at 11:00 a.m. on the designated date.
12. No bid award will be made at the time of the opening. The successful bidder will be contacted immediately following bid approval by the Elberton City Council. Vendors may contact the City Clerk's Office at 706-213-3100 who wish to know the result of the bid award.
13. Discounts.  
Discounts should be stated on the bid form. If quick pay discounts are offered, the City reserves the right to include that discount as part of the award criteria. Prices bid must, however, be based upon payment in thirty (30) days after receipt, inspection and

acceptance. In all cases, quick pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

14. The City of Elberton is exempt from all federal excise tax and state sales and use taxes.

However, depending upon the situation, the vendor or contractor may not be exempt from such taxes and the City of Elberton is making no representation as to any such exemption.

15. Exceptions.

The bidder shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions and specifications.

16. Pre-bid Conference.

A pre-bid conference is not mandatory. However, all bidders are encouraged to contact the electric supervisor of Elberton Utilities to schedule an appointment to see the project site and to see first-hand the scope of the project. Please contact Brad Alexander, Electric Distribution Manager, at 706-213-3100 or [balexander@cityofelberton.net](mailto:balexander@cityofelberton.net) to schedule an appointment.

17. References.

The City, prior to or after receipt of the contractor's bid, shall have the right to research work performed by the contractor. This research effort will be conducted by City personnel and its representatives, which may include site visits and interviews with anyone involved in such projects. Bidders are encouraged to attach a list of references pertaining to the scope of this project. Letters of reference are acceptable.

18. Contractor Responsibilities.

The contractor will be required to provide a responsible on-site superintendent, assign qualified persons to the work, provide the equipment required to do the assigned task or accomplish the work, maintain records of expenditures, deliverables and progress, submit required reports on schedule, and maintain a clear line of communication for prompt resolution of problems.

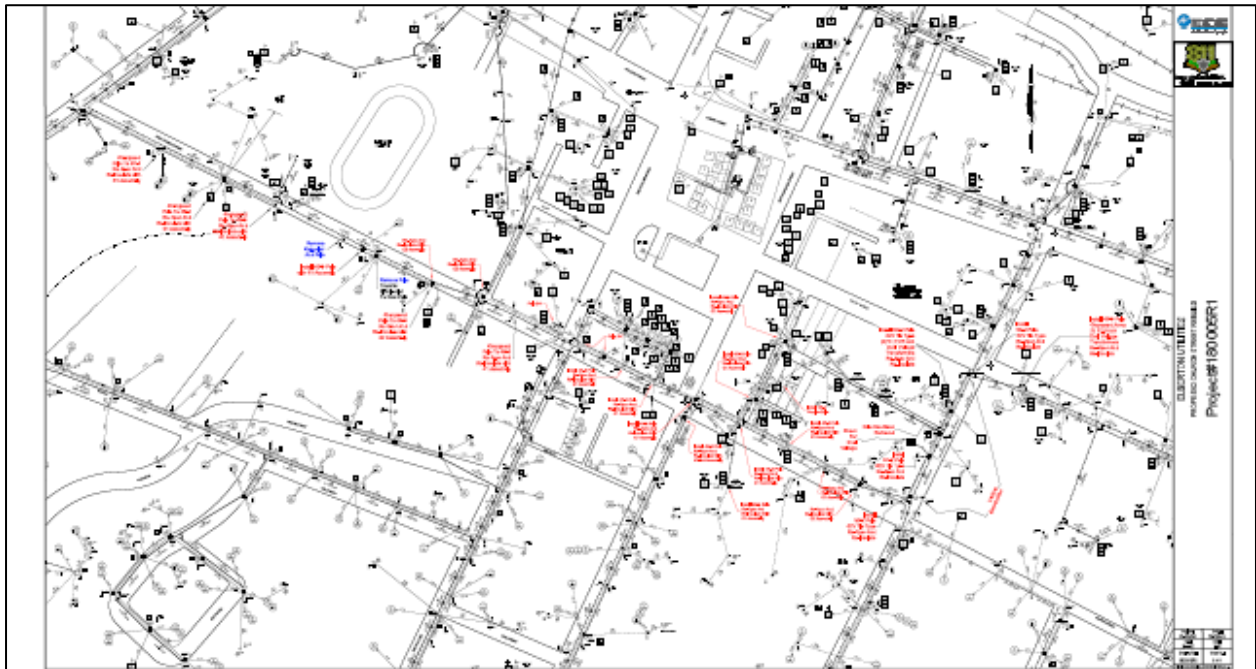
19. All work under contract must be completed by June 11, 2010.

## PROJECT SPECIFICATIONS

A PDF file is attached to this bid packet and is incorporated herein by reference.

The PDF file contains a detailed map of the area and specifications for the work to be performed.

If you are unable to print the PDF file in a size that is easily read or useful, a full size printed copy can be obtained during an on-site visit. Please contact Brad Alexander at [baalexander@cityofelberton.net](mailto:baalexander@cityofelberton.net) to request a full size copy.



**BID RESPONSE FORM**

**Part 1: BID CERTIFICATION**

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 service, that it meets or exceeds all the specifications contained herein, 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 this bid, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Vender: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Certified: \_\_\_\_\_

**Part 2: PRICING AND TERMS**

State the bid price for Project # 180005R1 \_\_\_\_\_

State maximum time this bid will be in force (minimum 30 days) \_\_\_\_\_

State earliest possible start date \_\_\_\_\_

State anticipated length of time for project completion \_\_\_\_\_

*Please attach additional information, exceptions, and reference information to this form.*



## NO BID RESPONSE

City of Elberton  
City Clerk  
P.O. Box 70  
203 Elbert Street  
Elberton, GA 30635  
Fax No. 706-213-3125  
Email: cchurney@cityofelberton.net

Complete this form if you do **NOT** intend to respond to this bid request. Failure to do this may result in your firm being removed from our bid list for this service.

NAME OF BID: \_\_\_\_\_ OPENING DATE: \_\_\_\_\_

1. Specifications too tight (please explain) \_\_\_\_\_
2. Specifications are unclear (explain below). \_\_\_\_\_
3. We are unable to meet specifications. \_\_\_\_\_
4. Insufficient time to respond. \_\_\_\_\_
5. Our schedule would not permit us to perform within the required time. \_\_\_\_\_
6. We do not offer this product or service. \_\_\_\_\_
7. Remove us from your bidder's list for this particular commodity or service. \_\_\_\_\_
8. Keep our name on your bidder's list for future reference. \_\_\_\_\_
9. Other (specify below). \_\_\_\_\_

FURTHER REMARKS (e.g., name, address, phone or fax changes)

\_\_\_\_\_  
\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_