



## **CITY OF DAHLONEGA**

### **REQUEST FOR QUOTE ANNUAL ASPHALT PATCHING AND LEVELING ON VARIOUS CITY STREETS PROJECT #2022-015**

#### **Purpose of Procurement**

The City of Dahlonega is requesting quotes for asphalt patching and leveling on various city streets for the budget year ending September 30, 2023, to include an annual renewal option for up to two fiscal years.

#### **Scope of Services**

The scope of this project is to furnish asphalt and labor with all the items incidental to this work, such as tack, hauling, cleaning, digging out, squaring up and all other things necessary to patch potholes or asphalt cuts in pavement. Also, small areas of leveling may be required from time to time. All items necessary shall be included in the Price Per Ton of asphalt for the work. The City will pay for a minimum of ten (10) tons per request for work to be done.

The City will notify the Contractor 24 to 48 hours prior to the anticipated need for this service to be done and will expect it to be completed in a timely manner. After the work is completed each time, the contractor will be responsible for cleanup, if any, caused by the patching or leveling activity.

Contractor shall be responsible for all maintenance, upkeep and repair of its vehicles operating under the terms of this contract. Contractor shall provide a certificate of insurance to City of Dahlonega for the following coverage and amounts: \$1,000,000 general aggregate liability; \$1,000,000 single occurrence, and workers' compensation in the amount of \$1,000,000, or as required by law. Contractor shall keep the required insurance in effect throughout the term of this contract.

When the contractor orders asphalt for the city contract, all mix in truck shall be for city's use. The contractor shall not split loads for other work.

Patches regardless of size shall be cut out to a minimum of 4" deep. Patches shall be of 9.5 mm asphalt unless otherwise specified. This shall be GDOT specification asphalt. All patches shall have sawcut edges at right angles.

All traffic control shall be in accordance with the MUTCD and the GDOT Specifications 2013 Edition. All flaggers shall be appropriately certified.

If patching on DOT Right of Way, contractor shall verify and confirm that the City of Dahlonega has permit to work on DOT right of way.

Work hours are 7:00 am to 6:00 pm Monday-Friday. School traffic will not be delayed. Traffic volume will dictate during this time. Also, on holidays and special events there will be no work.

### **Award**

The City of Dahlonega intends to award the contract to one vendor. However, The City reserves the right to make the award(s) in its best interest. The City further reserves the right to negotiate with the successful vendor(s). The City of Dahlonega may with the consent of the vendor increase or decrease quantities as well as add new items at periods during the contract which are advantageous to both parties.

The City of Dahlonega reserves the right to reject quotes received. It also reserves the right to make minor changes or further negotiate details and terms. Once the quote is accepted and terms are set, if the vendor fails to deliver within the agreed upon time the City reserves the right to accept a quote from another vendor.

Any purchase order or contract awarded pursuant to this Request for Quote shall be awarded to the lowest responsive and responsible bidder whose bid response meets the requirements and specifications set forth in this Request for Quote. A "responsive bidder" is a bidder who has submitted a bid response, which conforms in all material respects to the bid. A "responsible bidder" is a bidder who has the capacity in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.

### **Other**

The Contractor shall comply with all State and Federal laws, rules, and regulations.

Condition of Materials: It is understood and agreed that materials delivered shall be new, of latest design, and in first quality condition, and must meet all Georgia Department of Transportation specifications.

## **QUOTE PROCEDURES**

To submit a quote, please complete the Vendor Quote Submittal Packet contained in this document and return via email, US mail, or in person. Please only submit the forms within this document in their entirety. No other forms or papers are required, only the Vendor Quote Submittal Packet and required documents should be returned.

All submitted proposals should be presented on the pricing sheet provided.

**Quotes must be received by 2:00 PM EST August 10, 2022**, to the City of Dahlonega Purchasing Department, 465 Riley Rd. Dahlonega, GA 30533. Any quotes received after this time will be rejected and/or refused. Failure to return quotes per above instructions may result in rejection and/or refusal of the submission.

**Deadline for questions concerning this RFQ is 12:00 PM, EST, July 25, 2022**, and should be in writing, emailed is preferred to [blee@dahlonega.gov](mailto:blee@dahlonega.gov). Answers to all questions will be posted to the City website [www.dahlonega.gov](http://www.dahlonega.gov) no later than 5:00 PM, EST, August 2, 2022.

# QUOTE SUBMITTAL PACKET

## VENDORS CHECKLIST ANNUAL ASPHALT PATCHING AND LEVELING ON VARIOUS CITY STREETS PROJECT #2022-015

Company Name: \_\_\_\_\_

Please indicate you have completed the following documentation and submit them in the following order:

- Vendor's Checklist
- Vendor's Price Proposal
- Vendor's Contact Information
- Vendor's Affidavit of Non-Collusion
- E-Verify Affidavit
- IRS Form W-9
- Certificate of Insurance

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Authorized Signature

Title

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Print Name

Date

**VENDORS PRICE PROPOSAL  
ANNUAL ASPHALT PATCHING AND LEVELING  
ON VARIOUS CITY STREETS  
RFQ #2022-015**

**Company Name:** \_\_\_\_\_

**Price:** \_\_\_\_\_ **PER TON.**

Quote valid for \_\_\_\_\_ days

By signing below, I guarantee these prices will not change and will be valid for the remainder of the fiscal year 2023 budget year (October 1, 2022 – September 30, 2023). The City of Dahlonega does not guarantee any minimum or maximum quantities of tons to be placed.

I certify the above proposal is all inclusive and final per document specifications.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

**Bidder Information**  
(Type or Print)

**Name and Mailing Address**  
(Where to Send Payment)

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, & Zip Code

\_\_\_\_\_  
City, State, & Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Tax ID Number

OR

\_\_\_\_\_  
Social Security Number

**Name and Title of Person Authorized to Sign**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Sworn to and signed before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_,  
in the year \_\_\_\_\_.

Notary Public in and for the City of \_\_\_\_\_, State of \_\_\_\_\_.

Notary Public Signature and Seal: \_\_\_\_\_

My Commissioner Expires: \_\_\_\_\_

**Bids not signed shall be declared as  
"Non-Responsive" and may not be considered for award.**

**VENDOR'S AFFIDAVIT OF NON-COLLUSION  
ANNUAL ASPHALT PATCHING AND LEVELING  
ON VARIOUS CITY STREETS  
RFQ #2022-015**

I \_\_\_\_\_ certify that I did not prevent or attempt to prevent competition in bidding or proposals by any means whatsoever. I did not prevent or endeavor to prevent anyone from making a bid or proposal by any means whatever. I did not, nor will I, cause or induce another to withdraw a bid or proposal for the work.

I have not directly or indirectly violated subsection (d) of O.C.G.A § 36-91-21, nor has any officer, representative, agent, or other person acting on behalf of my company.

If this oath is false, the contract shall be void, and all sums paid by The City of Dahlonega on the contract may be recovered by appropriate action.

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)                      Date

\_\_\_\_\_  
Authorized Representative Name/Title

This affidavit is given this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

**ANNUAL ASPHALT PATCHING AND LEVELING  
ON VARIOUS CITY STREETS  
RFQ #2022-015**

**E-VERIFY AFFIDAVIT**

The City of Dahlonega and the Contractor agree that compliance with the requirements of O.C.G.A. §13-10-91 are conditions of the agreement for the physical performance of services. 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 contracting with the City of Dahlonega has registered with and is participating in the federal work authorization program known as "E-Verify" to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91 The undersigned Contractor also verifies use of the federal work authorization program throughout the contract period.

The Undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Dahlonega, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided by the Georgia Department of Audits and Accounts or a substantially similar form. Contractor further agrees to advise the City of Dahlonega of the hiring of a new subcontractor and will obtain a Subcontractor Affidavit within five (5) days of the hiring before the Subcontractor begins working on the project. Contractor agrees to maintain all records of such compliance for inspection by the City of Dahlonega at any time and to provide a copy of each such verification to the City of Dahlonega at the time the Subcontractor(s) is retained to perform such services.

**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 City of Dahlonega 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 ID Number

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Public Employer

\_\_\_\_\_  
Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ in \_\_\_\_\_, \_\_\_\_\_.  
(date) (city) (state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Name and Title of Authorized Officer or Agent

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_