

# COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



## FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, COLUMBUS, GEORGIA 31901  
P. O. Box 1340, COLUMBUS, GEORGIA 31902-1340  
706-225-4087, Fax 706-225-3033

[www.columbusga.org](http://www.columbusga.org)

Date: October 7, 2021

<b>REQUEST FOR BIDS:</b> <b>RFB No: 22-0019</b>	Qualified vendors are invited to submit sealed bids, subject to conditions and instructions as specified for the furnishing of: <b>FIBER CONTRACTOR SERVICES (ANNUAL CONTRACT)</b>
<b>GENERAL SCOPE</b>	Provide outdoor fiber runs, both overhead and underground, or a combination, to various locations of the Columbus Consolidated Government on an "as needed" basis.  The contract term shall be for two (2) years with the option to renew for three (3) additional twelve-month periods.
<b>DUE DATE</b>	<b>NOVEMBER 3, 2021 – 2:30 PM (EASTERN)</b> Responses must be submitted via DemandStar on or before the due date. <b>A virtual opening will be held during the 3:00 PM hour of the due date.</b> Responding vendors are not required but are invited to attend the opening.  If you wish to attend the virtual opening, use one of the Microsoft Teams meeting options: <a href="#">Click here to join the meeting</a> or call in (audio only) +1 478-239-0725,,855808406# United States, Macon Phone Conference ID: 855 808 406# <a href="#">Find a local number</a>   <a href="#">Reset PIN</a> . <i>Note: Columbus Consolidated Government is not responsible for technical issues that may arise during the virtual opening.</i>
<b>BID SUBMISSION REQUIREMENTS</b>	See Appendix C for <i>Submission Requirements, Submission Requirements Checklist, and DemandStar Registration and Submission Instructions.</i>
<b>ADDENDA</b>	<b><u>IMPORTANT INFORMATION</u></b> Any and all addenda will be posted on the Purchasing Division's web page, at <a href="https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm">https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm</a> . <b>It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.</b>
<b>"NO BID" RESPONSE</b>	Refer to the form on <b>page 3</b> if you are not interested in this invitation.

**Andrea J. McCorvey**  
Purchasing Division Manager



# **IMPORTANT INFORMATION**

## **e-Notification**

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Market Place/Georgia Procurement Registry to receive future procurement notifications via <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

**If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:**

**Telephone: 404-657-6000**

**Fax: 404-657-8444**

**Email: [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)**

## STATEMENT OF "NO BID"

**Complete and return this form immediately if you do not intend to Bid:**

**Email:** [bidopportunities@columbusga.org](mailto:bidopportunities@columbusga.org)  
**Attn: Heather Biddle, Buyer**

**Mail:** Columbus Consolidated Government  
Purchasing Division  
P. O. Box 1340  
Columbus, GA 31902-1340

We, the undersigned decline to bid on your **RFB No. 22-0019** for **Fiber Contractor Services (Annual Contract)** for the following reason(s):

- Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below)
- There is insufficient time to respond to the Invitation for Bids.
- We do not offer this product or service.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Other (specify below)

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**AGENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

# GENERAL PROVISIONS

THESE GENERAL PROVISIONS SHALL BE DEEMED AS PART OF THE BID SPECIFICATIONS.

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations for bids and award of all contracts and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

1. **TERM "CITY"**. The term "City" as used throughout these documents will mean Consolidated Government of Columbus, Georgia.

2. **PREPARATION OF FORM**. Bid proposals shall be submitted on the forms provided by the City. All figures must be written in ink or typewritten. Figures written in pencil or erasures are not acceptable. However, mistakes may be crossed out, corrections inserted adjacent thereto, initialed in ink by the person signing the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Failure to properly sign forms, in ink, will render bid incomplete.

3. **EXECUTION OF THE BID PROPOSAL**. Execution of the bid proposal will indicate the bidder is familiar and in compliance with all local laws, regulations, ordinances, site inspections, licenses, dray tags, etc.

4. **BID DUE DATE**. The bid submission must arrive in the Purchasing Division on or before the stated due date and time. Upon receipt, bids will be time and date stamped. Bids will remain sealed and secured until the stated due date and time for the bid opening.

5. **BID OPENING**. The Purchasing Division Manager or Purchasing staff appointee will open bids. The bid amount and other pertinent information as determined by the Purchasing Division Manager will be read and recorded. The bids as recorded at the bid opening represent a draft tabulation and may include incorrect price extensions or transcription errors and are subject to change if conflicting information is discovered during analysis of the bid responses. A bid tabulation will be made available to bidders after extensions have been checked and all other specification compliance has been determined. **In the essence of time, bidders may not be allowed to review bids at the bid opening. However, bidders will be allowed to make appointments to review the bids at a later date.**

6. **LATE BIDS**. It is the responsibility of the bidder to ensure bids are submitted by the specified due date and time. Bids received after the stated date and time will be returned, unopened, to the bidder. The official clock to determine the date and time will be the time/date stamp located in the Finance Department. All bids received will be time and date stamped by the official clock.

7. **RECEIPT OF ONE SEALED BID**. In the event only one sealed bid is received, no formal bid opening shall take place. First, the Purchasing Division shall conduct a survey of vendors to inquire of "no bid" responses and non-responsive vendors. If, from the survey, it is determined by the Purchasing Division that specifications need revision, the one bid received will be returned, unopened, to the responding vendor, with a letter of explanation and a new bid solicitation prepared. If it is determined that other vendors need to be contacted, the bid due date will be extended, and the one bid received will remain sealed until the new bid opening date. The vendor submitting the single bid will receive a letter of explanation.

**If it is determined the one bid received is from the only responsive, responsible bidder, then the bid shall be opened by the Purchasing Division Manager or designee, in the presence of at least one other witness.** The single bid will be evaluated by the using agency for award recommendation.

8. **RECEIPT OF TIE BIDS**. In the event multiple responsive, responsible bidders are tied for the lowest price and all other terms and requirements are met by all tied bidders, the award recommendation shall be resolved in the order of the preferences listed below:

1. Award to the local bidder whose principal place of business is located in Columbus, Georgia.
2. Award to bidder previously awarded based on favorable prior experience.
3. Award to bidder whose principal place of business is located in the State of Georgia.
4. If feasible, divide the award equally among the bidders.
5. If it is not feasible to award equally and only two bidders are tied, perform a coin toss in the presence of the two bidders, either in person or virtually.
6. *If the above preferences are insufficient to resolve the tie, all bid responses will be rejected and the bid will be re-advertised.*

9. **RECEIPT OF MULTIPLE BIDS**. Unless otherwise stated in the bid specifications, the City will accept one and only one bid per vendor. Any unsolicited multiple bid(s) will not be considered. If prior to the bid opening, more than one bid is received from the same vendor, the following will occur: (1) the bidder will be contacted and required to submit written acknowledgment of the bid to be considered; (2) the additional bid(s) will be returned to the bidder unopened. If at the bid opening more than one bid is enclosed in a single bid package, the City will consider the vendor non-responsive and bids will be returned to the bidder.

**10. CONDITIONS AND PACKAGING.** Unless otherwise defined in the bid specifications, it is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

**11. FREIGHT/SHIPPING/HANDLING CHARGES.** All freight, shipping, and handling charges shall be included in the bid price. The City will pay no additional charges.

**12. CORRECTIONS OR WITHDRAWAL OF BID/CANCELLATION OF AWARDS.** Corrections or withdrawals of inadvertently erroneous bids before or after bid opening, or cancellation of awards of contracts based on such bid mistakes may be permitted where appropriate. Mistakes discovered before bid opening may be modified or bid withdrawn by written notice received in the office of Purchasing prior to the time of the bid opening.

After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if the mistake is clearly evident, or if the bidder submits evidence, which clearly and convincingly demonstrates that a mistake was made. All decisions to permit corrections or withdrawals of bids or to cancel awards or contracts based on bid mistakes will be supported by the written determination of the Purchasing Officer.

**13. ADDENDA AND INTERPRETATIONS.** If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. The City is not bound by any oral representations, clarifications, or changes made to the written specifications by City employees, unless such clarification or change is provided to the bidders in written addendum form from the Purchasing Officer. Bidders will be required to acknowledge receipt of the addenda (if applicable) in their sealed bid proposal. The vendor may provide an initialed copy of each addendum or initial the appropriate area on the bid form (pricing page). Failure to acknowledge receipt of the addenda (when applicable) will render bid incomplete. **It is the bidder's responsibility to ensure that they have received all addenda.**

**14. BID EVALUATION AND AWARD.** During the evaluation of bids, the City reserves the right to request clarification of bid responses and to request the submission of references, if deemed necessary for a complete evaluation of bid responses. Award will be made to the responsive and responsible bidder whose bid is most economical according to criteria designated in the solicitation. The determination of the lowest responsive and responsible bidder may involve all or some of the following factors: prices, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payment, compatibility as required, other cost, and other objective and accountable factors, if any, (which are further described in the specifications). The City shall be the judge of the factors and will make the award in the best interest of the City.

**15. TIME FOR CONSIDERATION.** Bids must remain in effect for at least sixty (60) days after date of receipt to allow for evaluation.

**16. BID SECURITY AND PERFORMANCE BOND.** Bid security (Bid Bond) shall be required for all competitive sealed bids for construction contracts when the price is estimated by the Purchasing Officer to exceed \$10,000. Bid security shall be a bond provided by a surety company authorized to do business in the State, or in the form of a certified check. Such bonds may also be required on construction contracts under \$10,000 or other procurement contracts when circumstances warrant. Bid security shall be in an amount equal to at least five percent (5%) of the bid amount. The City will accept a copy of a bid bond at the bid opening. However, if a copy of a bid bond is submitted, the bidder must submit to the Purchasing Division the identical original document within five (5) days after the bid opening. **If the original document is not received within the five (5) days, the bid will not be considered.**

When a construction contract is awarded in excess of \$25,000 the successful bidder will be required to furnish a **Performance Bond** executed by a surety company authorized to do business in the State. The performance bond shall be equal to one hundred percent (100%) of the price specified in the bid.

**17. SUBCONTRACTING.** Should bidder intend to subcontract all or any part of the work specified, name(s) and address(es) of sub-contractor(s) must be provided in bid proposal (use additional sheet if necessary). The bidder shall be responsible for subcontractor(s) full compliance with the requirements of the bid specifications. **THE COLUMBUS CONSOLIDATED GOVERNMENT WILL NOT BE RESPONSIBLE FOR PAYMENTS TO SUBCONTRACTORS.**

**18. DISQUALIFICATION OF BIDDERS AND REJECTION OF BIDS.** Bidders may be disqualified and rejection of bid proposals may be recommended by the City for any (but not limited) to the following reasons:

- (A) Receipt after the time limit for receiving bid proposals as stated in the bid invitation.
- (B) Any irregularities contrary to the General Provisions or bid specifications.
- (C) Unbalanced unit price or extensions.
- (D) Unbalanced value of items.
- (E) Failure to use the proper forms furnished by the Consolidated Government.
- (F) Failure to complete the proposal properly
- (G) Omission of warranty, product literature, samples, acknowledgment of addenda or other items required to be included with bid proposal.

(H) Failure to properly sign forms in ink.

**The City reserves the right to waive any minor informality or irregularity. The City reserves the right to reject any and all bids.**

**19. BRAND NAMES "OR EQUAL".** Whenever in this invitation any particular material, process and/or equipment are indicated or specified by patent, proprietary or brand name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description of the material, process and/or equipment desired by the City. It is not meant to eliminate bidders or restrict competition in any bid process. Any manufacturers' names, drawings, trade names, brand names, specifications and/or catalog numbers used herein are for the purpose of description and establishing general quality levels. Bidders may propose equivalent equipment, services or manufacturer. Any proposal that is equivalent to or surpasses stated specifications will be considered. Determination of equivalency shall rest solely with the City. **Please Note: Due to existing equipment, specific manufacturers may be required to facilitate compatibility.**

**20. ASSIGNMENT OF CONTRACTUAL RIGHTS.** It is agreed that the successful bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

**21. DISCOUNTS.** Terms of payments offered will be reflected in the space provided on the bid proposal form. Cash discounts will be considered net in the bid evaluation process. All terms of payment (cash discounts) will be taken and computed from the date of delivery of acceptable material or services, or the date of receipt of the invoice, whichever is later.

**22. TAXES.** The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

**23. FEDERAL, STATE AND LOCAL LAWS.** All bidders will comply with all Federal, State, and Local laws and ordinances, relative to conducting business in Columbus, Georgia.

**24. BID INCLUSIONS.** When bid inclusions are required, such as warranty information, product literature/specifications, references, etc. The inclusions should reference all aspects of the specific equipment or service proposed by the bidder. Do not include general descriptive catalogs. References to literature or other required inclusions submitted previously does not satisfy this provision. Bids found to be in non-compliance with these requirements will be subject to rejection.

**25. NON-COLLUSION.** By signing and submitting this bid, bidder declares that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. In the event, said bidder is found guilty of collusion, the company and agents will be removed from the City's bid list for one full year and any current orders will be canceled.

**26. INDEMNITY.** The successful bidder agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out or under this contract.

**27. DISADVANTAGED BUSINESS ENTERPRISE.** Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

**28. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE.** The Consolidated Government of Columbus, Georgia ("the City") is committed to using Disadvantaged Business Enterprises (DBEs) (small, women-owned and minority business enterprises) to the greatest extent practical in all solicitations and day-to-day procurement needs of the City and to taking specific affirmative actions to meet these commitments.

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful bidder will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

**29. AWARDS TO LOCAL BUSINESSES.** Except for construction contracts, Federally funded projects, Request for Proposals and Request for Qualifications, awards will be made to responsive and responsible local businesses proposing a cost not more than two percent (2%) above the low bid or quote for contracts involving an expenditure less than or equal to \$25,000.00; and made to responsive and responsible local businesses proposing a cost not more than one percent (1%) above the low bid or quote for contracts involving an expenditure greater than \$25,000.00.

**30. RIGHT TO PROTEST.**

- (A) Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- (B) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- (C) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- (D) Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

**31. FAILURE TO BID.** Vendors choosing not to submit a bid are requested to return a **Statement of "No Bid"**.

**32. PRODUCT/EQUIPMENT DEMONSTRATION - SITE VISIT.** During the evaluation of bids, the City reserves the right to request a demonstration or site visit of the product, equipment or service offered by a bidder. The demonstration or site visit shall be at the expense of the bidder. Bidders who fail to provide demonstration or site visit, as requested, will be considered non-responsive.

**33. CANCELLATION PROVISIONS.** An Invitation for Bid, Request for Proposal, or other solicitation may be canceled, or any or all bids, proposals or responses rejected in whole or in part, at the discretion of the City for any reason whatsoever. The reasons for the cancellation shall be sent to all businesses solicited or that responded. The notice shall identify the solicitation, give the reasons for the cancellation, and when appropriate state that an opportunity will be given to compete on any re-solicitation or similar procurement in the future. Reasons for rejection will be provided to unsuccessful bidders or offerors.

When such action is in the best financial interest of the City, contracts for supplies to be purchased or services to be rendered under an annual (term) contract basis may be canceled and re-advertised at the discretion of the Purchasing Officer and in accordance with contract terms.

After the receipt of a product or piece of equipment, it is found that said item does not perform as specified and required, payment for said product or equipment will be withheld. The successful vendor will be notified of the non-performance in writing. After notification, the successful vendor will have ten (10) calendar days, from the date of notification, to deliver product or equipment which performs satisfactorily. If a satisfactory product is not delivered within 10 calendar days, from the notification date, the City will cancel the contract (purchase order) and award to the next low, responsive, responsible bidder. The vendor will be responsible for the pick-up or shipment of the unsatisfactory equipment or product.

**34. QUESTIONS:** Questions concerning specifications must be submitted, in writing, at least 5 (five) working days (Monday-Friday) prior to receipt date. Questions received less than five working days prior to receipt date will not be considered.

**35. SAMPLES:** When samples are required to be included with the proposal response, the bidder will be responsible for the following:

- 1) **Unless otherwise specified**, bidders are required to submit exact samples of item(s) bid. Do not submit sample of "like" item(s).
- 2) Affix an identification label to each individual sample to include bidder's name, bid name and number.
- 3) Make arrangements for the return of sample after the bid award. All shipping costs will be the responsibility of the bidder. If bidder does not make arrangements for return of sample, within 60 days after award, the sample will be discarded.

**36. GOVERNING LAW:** The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

**37. PAYMENT DEDUCTIONS:** The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

**38. PAYMENT TERMS:** The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

**39. FINAL CONTRACT DOCUMENTS:** If a formal contract is required as a result of the Request for Bid; the final contract shall include the following: 1) The RFB; 2) Addenda; 3) Awarded Vendors(s) Bid response; 4) Awarded Vendor(s) Clarifications;

and 6) Awarded Vendor(s) Business Requirements.

**40. FINAL CONTRACT DOCUMENTS:** If a formal contract is required as a result of the Request for Bid; the final contract shall include the following: 1) The RFB; 2) Addenda; 3) Awarded Vendors(s) Bid response; 4) Awarded Vendor(s) Clarifications; and 5) Awarded Vendor(s) Business Requirements.

#### **NOTICE TO VENDORS**

**Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.**

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

**Sec. 2-3.06. - Same—By members of boards, authorities, commissions.**

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)



## **DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?**

**COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.**

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

# QUESTION/CLARIFICATION FORM

DATE: \_\_\_\_\_

TO: Heather Biddle, Buyer  
Email [BidOpportunities@ColumbusGA.org](mailto:BidOpportunities@ColumbusGA.org)

RE: RFB No. 22-0019; Fiber Contractor Services (Annual Contract)

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***Questions/clarification requests must be submitted at least five (5) business days before the due date:***

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From: \_\_\_\_\_

Company Name	Website		
Representative	Email Address		
Complete Address	City	State	Zip
Telephone Number	Fax Number		

**GENERAL SPECIFICATIONS  
FIBER CONTRACTOR SERVICES  
(ANNUAL CONTRACT)  
RFB No. 22-0019**

**I. SCOPE**

It is the intent of the Columbus Consolidated Government (the City) to establish a contract with a qualified fiber contractor to provide outdoor fiber runs, both overhead and underground, or a combination, to various City locations.

The awarded contractor shall provide all tools, equipment, supplies, and labor required to perform fiber services and documentation at the specified location(s).

Refer to **Appendix A** for technical specifications and vendor requirements. Quotes will be requested from the awarded vendor in the event the City identifies additional materials or services not currently specified in Appendix A.

**II. TERM OF CONTRACT**

**A.** The term of contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Notice of intent to renew will be given to the contractor in writing by the Purchasing Division Director, normally sixty days before the expiration date of the current contract. This notice shall not be deemed to commit the City to a Contract renewal.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and programs approval has been granted by the Council of the Consolidated Government of Columbus, Georgia. In the event that the necessary funding is not approved, then the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

**B. Termination for Convenience**

For the protection of both parties, either party giving 30 days prior notice in writing to the other party may cancel this contract.

**III. ESCALATION CLAUSE**

Contract pricing shall remain fixed for the initial two (2) year term of the contract. After the initial term, Contractor may request a price escalation by submitting a fully documented request (i.e., documentation from manufacturers illustrating the necessity to implement price increases). **Request for price increases, without documentation, shall not be considered.** Such escalation shall not exceed a five percent (5%) increase. The using department(s) and the Purchasing Manager will review the request and shall approve or disapprove the increases based on budget constraints and other price comparisons.

If for any reason the contractor has a price increase that exceeds five percent (5%), the price increase will be evaluated on a case-by-case basis. The City and the Contractor will have the option to discuss and make adjustments to the requested increase. If either party declines approval of the adjustments, the contract will be considered cancelled on the scheduled expiration date of the contract.

**IV. QUESTIONS / ADDENDA**

Questions and requests for clarification must be submitted **within five (5) business days of the due date** (see pages 9 & 10). Changes to the specifications (if any) will be provided in the form of an addendum, which will be posted on the web page of the Finance Department/Purchasing Division of Columbus Consolidated Government at [https://www.columbusga.org/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.org/finance/purchasing/docs/opportunities/Bid_Opportunities.htm). **It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.**

#### V. **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT/E-VERIFY**

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), Columbus Consolidated Government requires a notarized affidavit from the supplier attesting to the following:

(A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;

(B) The user identification number and date of authorization for the affiant;

(C) The affiant will continue to use the federal work authorization program throughout the contract period; and

(D) The affiant 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 same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State's E-Verify requirements can be found at: <http://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>. **A completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration.**

#### VI. **INSURANCE**

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as list the applicable project or annual contract name, and/or solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

#### VII. **INDEMNIFICATION**

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and

against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

## VIII. BID SUBMISSION REQUIREMENTS

**Bid responses must be submitted via DemandStar. See APPENDIX C for: Submission Requirements; Submission Requirements Checklist; and DemandStar Registration and Submission Instructions.**

Each bidder shall include the following information with bid submission. Bidder shall submit **ONE (1) ELECTRONIC BID RESPONSE VIA DEMANDSTAR**. The City reserves the right to request any omitted information, **to exclude the E-Verify Affidavit (Form 2) and Communications Concerning This Solicitation (Form 3), WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE**. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed **"Incomplete"**:

**A. Bid Form and Pricing Page (Form 1 and Form 1A)**

**B. Statement of Qualifications & Work Guarantee (Form 2):** Provide all information requested. Bidder must submit a signed letter that guarantees the materials and workmanship furnished under this specification, for a period of one (1) year after completion of the installation and/or when the Owner begins using the equipment. Contractor shall make good any defects that occur in this period, provided the work or replacement is not caused by ordinary wear and tear, improper use or abuse of the equipment.

**C. Client Work History (Form 3)**

**D. E-Verify/GSICA Form** (Refer to page 12, Section V, regarding **Form 4**)

**E. Communication Concerning This Solicitation (Form 5)**

**F. Addenda Acknowledgement Page (Form 6)**

**G. Contract Signature Page (Form 7)**

**H. Insurance** (Refer to page 12, section VI, regarding **Form 8**)

**I. Business License:** Vendors located in Muscogee County shall submit a current copy of their City of Columbus Business License (Occupation License). If the business is not located in Muscogee County and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the vendor will not be required to pay occupation taxes in Columbus, Georgia.

If the business location is not in Georgia, vendor must provide a current copy of their active Articles of Incorporation from the State and/or a current business license from the City/State in which business is located.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Manager: 706-225-3091

**J. Form W-9:** Complete and return **Page 1** of Form W-9 – (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

**K. Addenda:** Vendors must include acknowledgment of receipt of addenda (**if any**) in their sealed bid. Provide an initialed copy of each addendum or initial the appropriate area on bid form (pricing page). Addenda will be posted at [https://www.columbusga.org/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.org/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

**Vendors are responsible for periodically visiting the web page, to check for addenda, prior to the bid due date and before submitting a bid.**

## IX. AWARD / NOTICE TO PROCEED / FINAL INSPECTION / INVOICE

A. Award: This bid will be awarded to the lowest, responsive, responsible vendors. The City will be the judge of the factors and will make the award accordingly. Should the successful bidder not be able to supply the required services, the City reserves the right

to procure from other sources. After award of this bid, the successful vendor will be required to sign a contract for the project.

- B. Notice to Proceed: IT Director (Forrest Toelle) or IT Assistant Director (currently Jeremy Miles and/or John Broom), shall issue the notice to proceed with the work.
- C. Final Inspection: Contractor must obtain final inspection from IT Assistant Director (currently Jeremy Miles), or IT Network Operations Manager (currently Kevin Aker), after work is completed.
- D. Invoice: After satisfactory completion of the work, the successful vendor shall forward invoice(s) to the following address:

Columbus Consolidated Government  
Accounting Division  
P. O. Box 1340  
Columbus, Georgia 31902-1340

Invoice(s) shall reference the bid number (RFB No. 22-0019) and/or purchase order number. Failure to reference the bid number will delay payment of the invoice.

#### X. **TERMINATION OF CONTRACT**

**Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or non-performance and if not cured within ten (10) days or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

**Compensation:** Payment for completed supplies delivered and accepted by the city shall be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.

**Excuse for Nonperformance or Delayed Performance:** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms, if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor were

reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

## TECHNICAL SPECIFICATIONS FIBER CONTRACTOR SERVICES (ANNUAL CONTRACT) RFB No. 22-0019

### I. SCOPE OF WORK

It is the intent of the Columbus Consolidated Government to establish a contract with a qualified fiber contractor to provide outdoor fiber runs both overhead and underground or a combination to various City locations. The awarded contractor shall provide all tools, equipment, supplies, and labor required to perform fiber services and documentation at specified locations.

Quotes will be requested from the awarded vendor in the event the City identifies additional materials or services not currently specified in these specifications.

### II. REQUIREMENTS

- A. The awarded contractor shall produce an overall plan to include the type of runs (bore, trench, overhead) from the Citizens Service Center (CSC, located at 311 Citizens Way) to each specified location.
- B. All fiber runs should terminate in a patch panel with LC connections inside the specified building(s).
- C. All fiber runs should run to the CSC (311 Citizens Way) and terminate in a patch panel with LC connections.
- D. The awarded contractor must test and provide a test report on all-fiber runs.
- E. The awarded contractor must provide Geographic data, and related attribution for all fiber runs, including but not limited to splice points and runs into buildings down to the individual fiber level. (EX: ESRI file geodatabases/Feature classes). The contractor must also provide a CAD "as-built" for interior runs.
- F. The awarded vendor will map out and plan the runs for the below-specified locations. The vendor will be responsible for mapping out the runs and determining what type of run is appropriate (boring, trenching, or overhead). Unless specified, each location will have a minimum of 6 fibers run into the building and terminated into a rack-mounted patch panel with LC connections. All fiber will be homerun to the CSC (311 Citizens Way), where it will be terminated into a rack-mounted patch panel with terminations.
- G. For all work, the awarded vendor shall thoroughly examine the locations and review specifications. The awarded vendor shall furnish all necessary labor, equipment, supplies, and tools and perform said work in the specified manner.
- H. The awarded contractor shall follow all Federal, State, Local, and OSHA laws, ordinances, rules, and regulations while work is performed on City property. Additionally, the awarded contractor shall ensure that all of its employees and/or agents shall be trained and will abide by said laws, ordinances, rules, and regulations. Ignorance on the part of the awarded contractor shall not, in any way, relieve the awarded contractor from responsibility for compliance with said laws and regulations or any of the provisions of these documents.



- I. The awarded contractor shall require each of its employees and/or agents, while working in or about the premises, to exercise at all times due care for the protection of persons and property, and at all times, to observe the generally accepted standards of safety precautions. The contractor will be held liable for any damages they cause to City property and to persons on City property.
- J. Vendor should provide fiber maintenance pricing. (i.e.: Splicing, repair, etc.)
- K. Before payment of invoice, the awarded contractor must obtain a final inspection from the City IT department.

### **III. LOCATIONS**

Locations have been prioritized into groups which are numbered 1 – 3. Vendor shall provide a complete price and timeline for the three groups; also, per-foot pricing for any additional fiber runs.

Refer to **Appendix B** for a list of locations and corresponding group assignment.

# APPENDIX B

## GROUP ASSIGNMENT FIBER CONTRACTOR SERVICES (ANNUAL CONTRACT) RFB No. 22-0019

Building Name	Address	Group
Government Center	100 10TH ST, Columbus, GA, USA	1
Fire Station 6	1126 BROWN AVE, Columbus, GA, USA	1
Citizens Service Center	3111 Citizens Way, Columbus, GA, USA	1
Fire Station 1	205 10TH ST, Columbus, GA, USA	1
Columbus Civic Center	400 4TH ST, Columbus, GA, USA	1
CCG Annex Building	420 10TH ST, Columbus, GA, USA	1
Jail / Recorder's Court	702 10TH ST, Columbus, GA, USA	1
Columbus, Georgia Convention and Trade Center	801 FRONT AVE, Columbus, GA, USA	1
Public Safety Building	500 10th ST, Columbus, GA, USA	1
Broadway and 12th Street 14th Street Bridge	1200 Block Broadway, Columbus, GA, USA	1
Comer Auditorium	107 41ST ST, Columbus, GA, USA	1
Fox Community Center	3720 5TH AVE, Columbus, GA, USA	1
Frank Martin Pedestrian Bridge (14th Street Bridge)	1339 Broadway Columbus, GA, USA	1
Metra	814 Linwood Blvd, Columbus, GA, USA	1
Bay Avenue Parking Garage	Bay Ave	1
Fire Station 2	1047 33RD ST, Columbus, GA, USA	1
Fire Station 14	1180 OLD RIVER RD, Columbus, GA, USA	1
Fire Station 4	200 NORTH OAKLEY DR, Columbus, GA, USA	1
Fire Station 3	2000 AMERICAN WAY, Columbus, GA, USA	1
Public Works Gasoline Pumps	3950 SCHATULGA RD, Columbus, GA, USA	1
Columbus Police Department - North Precinct	8395 Beaver Run Rd, Midland, GA 31820	1
Columbus Police Department - East Precinct	4505 BUENA VISTA RD, Columbus, GA, USA	1
Fire Station 11	4625 WARM SPRINGS RD, Columbus, GA, USA	1
Fire Station 12	5225 CARGO DR, Columbus, GA, USA	1
Fire Station 7	5343 BUENA VISTA RD, Columbus, GA, USA	1
Fire Station 8	5844 WHITESVILLE RD, Columbus, GA, USA	1
Fire Station 5	6700 LYNCH RD, Columbus, GA, USA	1
Fire Station 9	3601-3773 Giddens Rd, Columbus, GA 31907	1
Fire Station 10	1547 Benning Dr #1501, Columbus, GA 31903	1
Fleet Management	1011 Cusseta Road, Columbus, GA USA	1
Columbus Ice Rink	200 4TH ST, Columbus, GA, USA	1
Columbus Aquatic Center	1603 Midtown Dr, Columbus, GA, USA	1
River Road Radio Tower	1180 OLD RIVER RD, Columbus, GA, USA	2
Pinegrove Landfill	7900 Pinegrove Way, Columbus, GA USA	2
Granite Bluff Landfill	7589 River Road, Columbus, GA 31904	2
Recycling Center	8001 Pinegrove Way, Columbus, GA USA	2
Heavy Equipment Shop	7900 Pinegrove Way, Columbus, GA USA	2

Facilities Maintenance Office	1511 Cusseta Road, Columbus, GA USA	2
Carpenter Shop (Facilities)	901 9th Street, Columbus, GA USA	2
Golden Park Stadium	100 4TH ST, Columbus, GA, USA	2
Automobile Shop Gasoline Pumps	1011 CUSSETA RD, Columbus, GA, USA	2
Riverdale Cemetery Offices	1001 VICTORY DR, Columbus, GA, USA	2
Gallops Senior Center	1212 15TH ST, Columbus, GA, USA	2
Tillis Gymnasium	1417 13TH AVE, Columbus, GA, USA	2
Oxbow Creek Golf Professional Shop	3491 SOUTH LUMPKIN RD, Columbus, GA, USA	2
Animal Control and Care Facility	4900 MILGEN RD, Columbus, GA, USA	2
Shirley Winston Supercenter	5025 STEAM MILL RD, Columbus, GA, USA	2
29th Street Recreation Center	501 29th Street, Columbus, GA 31904	2
Britt David Pottery Studio	2700 W Britt David Rd, Columbus, GA, USA	2
Carver Park	6665 Hunter Road, Columbus, GA, USA	2
Double Churches Pool	2300 Double Churches Rd, Columbus, GA, USA	2
Frank Chester Recreation Center/ Senior Center	1441 Benning Drive Columbus, GA, USA	2
Lake Oliver Marina	5501 River Road, COLUMBUS, GA, USA	2
Pop Austin	1301 Alexander Street Columbus, Ga 31904	2
Psalmond Road Pool	6800 Psalmond Road, Columbus, GA, USA	2
Psalmond Road Recreation Center	6800 Psalmond Road, Columbus, GA, USA	2
Rigdon Park Pool	1600 HOWE AVE, Columbus, GA, USA	2
Shirley Winston Pool	5025 STEAM MILL RD, Columbus, GA, USA	2
Bull Creek Golf Course	7333 Lynch Road, Columbus, GA USA	2
Garfield Tower	2129 GARFIELD DR., Columbus, GA, USA	2
RiverCenter Parking Garage	919 BROADWAY, Columbus, GA, USA	2
Bulldog Bait	1326 VICTORY DR, Columbus, GA, USA	3
Parks and Recreation Department Storage	1000 VICTORY DR, Columbus, GA, USA	3
Lakebottom and Weracoba Park Concessions	1505 CHEROKEE AVE, Columbus, GA, USA	3
Girl Scout's Clubhouse (Rental Property)	1807 17TH ST, Columbus, GA, USA	3
Parks & Recreation Office	1928 FRONT AVE, Columbus, GA, USA	3
Naval Reserve Center	414 4TH ST, Columbus, GA, USA	3
Legacy Terrace Apartment Complex	801 9TH ST, Columbus, GA, USA	3
Benning Park Softball Concession	1403 Benning Drive Columbus, GA, USA	3
Britt David Football Concessions	5560 Armour Road, Columbus, GA, USA	3
Britt David Little League Concessions	5560 Armour Road, Columbus, GA, USA	3
Double Churches baseball concession	2300 Double Churches Rd, Columbus, GA, USA	3
Flag Court/Old Keep Columbus Beautiful Office	685 Front Ave, Columbus, GA, USA	3
Lakebottom Park Track/Football field concessions	1505 CHEROKEE AVE, Columbus, GA, USA	3
Northern Little League Concessions	6800 Psalmond Road, Columbus, GA, USA	3
Rainwater Division Office	7161 SACERDOTE LN, Columbus, GA, USA	3
Right-of-Way Division Field Office	7180 SACERDOTE LN, Columbus, GA, USA	3
Fall Line Trace Police Precinct	Corner of Talbotton Rd and 28th Street	3
Fall Line Trace Playground and Bike Shop	3358 Manchester Expy, Columbus, GA 31909	3
Front Avenue Parking Garage	1028 FRONT AVE, Columbus, GA, USA	3
Porterdale Cemetery	107 10TH AVE, Columbus, GA, USA	3

Boxwood Center	1100 ENOCH DR, Columbus, GA, USA	3
Public Works Field Offices and Storage	1302 CUSSETA RD, Columbus, GA, USA	3
Homeland Security Office	1347 29TH ST, Columbus, GA, USA	3
Primus King Recreation Center	1421 STAUNTON DR, Columbus, GA, USA	3
Rigdon Park Concessions	1600 HOWE AVE, Columbus, GA, USA	3
Northside Recreation Center	2010 AMERICAN WAY, Columbus, GA, USA	3
Recycling Warehouse	25 22ND AVE, Columbus, GA, USA	3
Michael Fluellen Recreation Center	2824 8TH ST, Columbus, GA, USA	3
Woodruff Farm Soccer Complex Pavilion	3151 WOODRUFF FARM RD, Columbus, GA, USA	3
Parks & Recreation Office	500 38TH ST, Columbus, GA, USA	3
Ma Rainey Museum of the Blues	805 5TH AVE, Columbus, GA, USA	3
Fire Station 15	7301 McKee Rd, Upatoi, GA 31829	3
McKee Radio Tower	7301 McKee Rd, Upatoi, GA 31829	3
Bomb Squad	1347 29TH ST, Columbus, GA, USA	3
Linwood Cemetery	721 Linwood BLVD, Columbus, GA, USA	3
AJ McClung Memorial Stadium	400 4th Street Columbus, GA USA	3
Belvedere Park	726 Parkwood Drive, Columbus, GA, USA	3
Cooper Creek Main Office, Satellite and CORTA Bldg	5089 Cooper Creek Parkway, Columbus, GA, USA	3
Edgewood Park Concessions	1501 Morris Road, Columbus, GA, USA	3
Edgewood Senior Center	2630 Reese Road, Columbus, GA, USA	3
Flatrock Park	6106 Flatrock Road, Columbus, GA, USA	3
Haygood Gym	601 11th Ave Columbus, GA USA	3
Northside Park	2010 AMERICAN WAY, Columbus, GA, USA	3
Park Services Admin Office	1490 Cusseta Road, Columbus, GA, USA	3
Park Services Shop	1400 Cusseta Road, Columbus, GA USA	3
Shirley Winston Baseball Concession	5025 STEAM MILL RD, Columbus, GA, USA	3
Shirley Winston Football Field	5025 STEAM MILL RD, Columbus, GA, USA	3

BID FORM
FIBER CONTRACTOR SERVICES
(ANNUAL CONTRACT)
RFB No. 22-0019

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE (1) ELECTRONIC BID RESPONSE VIA DEMANDSTAR

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information, to exclude E-Verify Affidavit and Communication Concerning This Solicitation form. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following checklist to verify the items are included in sealed bid:

- checkbox Bid Form checkbox Statement of Qualifications & Work Guarantee checkbox Client Work History
checkbox E-Verify/GSICA checkbox Communication Concerning This Solicitation
checkbox Addenda Acknowledgement checkbox Insurance Checklist checkbox Contract Signature Page
checkbox W-9 Rev 2018 (Pg. 1 only) checkbox Business License

The undersigned hereby agrees that he/she has carefully examined the specifications herein referred to and will provide all furnish all necessary labor, equipment, services and terms to the Consolidated Government of Columbus and will perform said work in the manner specified.

\*All shipping, delivery, and /or freight charges must be included in unit price. Columbus Consolidated Government will pay no additional shipping, delivery, freight charges or any other additional fees.

Vendor's Name Website

Vendor's Street Address (P. O. Boxes will Render Bid Incomplete) City State Zip

Vendor's Remittance or Mailing Address (If different) City State Zip

Phone Number Fax Number Email Address

Signature of Authorized Representative "Print" Name and Title Date of Signature

If certified as a DBE or WBE, list the certifying agency: \_\_\_\_\_

**PRICING PAGE  
FIBER CONTRACTOR SERVICES  
(ANNUAL CONTRACT)  
RFB No. 22-0019**

<b>LABOR</b>		
	<b>Unit</b>	<b>Unit Cost</b>
Trench per foot	Per Foot	\$
Bore per foot	Per Foot	\$
Aerial per foot	Per Foot	\$
Splice per Fiber Optic Cable	Per Splice	\$
Splice 12 Fiber Optic Cable	Per Splice	\$
Splice 24 Fiber Optic Cable	Per Splice	\$
Splice 36 Fiber Optic Cable	Per Splice	\$
Splice 48 Fiber Optic Cable	Per Splice	\$
Splice 72 Fiber Optic Cable	Per Splice	\$
Splice 96 Fiber Optic Cable	Per Splice	\$
Splice 144 Fiber Optic Cable	Per Splice	\$
Splice 288 Fiber Optic Cable	Per Splice	\$

<b>MATERIALS</b>		
	<b>Unit</b>	<b>Unit Cost</b>
12 Fiber Optic Cable	Per Foot	\$
24 Fiber Optic Cable	Per Foot	\$
36 Fiber Optic Cable	Per Foot	\$
48 Fiber Optic Cable	Per Foot	\$
72 Fiber Optic Cable	Per Foot	\$
96 Fiber Optic Cable	Per Foot	\$
144 Fiber Optic Cable	Per Foot	\$
288 Fiber Optic Cable	Per Foot	\$
Span Wire	Per Foot	\$
Pull Box	Per Each	\$
Additional Materials:	Cost + _____ %	

**FORM 2**

**STATEMENT OF QUALIFICATIONS & WORK GUARANTEE  
FIBER CONTRACTOR SERVICES  
(ANNUAL CONTRACT)  
RFB No. 22-0019**

1. Company Name: \_\_\_\_\_

2. Permanent Main Office Address: \_\_\_\_\_

3. Date company organized; if a corporation, when/where incorporated? \_\_\_\_\_

4. How many years have you been engaged in the provision of on-call low voltage wiring services under your present company/trade name? \_\_\_\_\_

5. Complete **Client Work History (Form 6)**.

6. List personnel that will be assigned to this project, their qualifications, and years of experience:

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

*(Attach additional sheet, if necessary)*

7. Have you ever failed to complete a project and/or defaulted on a contract? If so specify when and with whom:

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

8. Describe your statement of Warranty and Guarantee of Work:

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name and Title of Signatory

**COMPLETE AND RETURN THIS PAGE WITH ELECTRONIC/SEALED RESPONSE**

# FORM 3

## CLIENT WORK HISTORY FIBER CONTRACTOR SERVICES (ANNUAL CONTRACT) RFB No. 22-0019

Provide at least three (3) clients for whom similar services have been provided within the last five (5) years. Include entity name, contact name, phone number, email address, date contract began and length of contract.

Client:	Contract Amount:	
	Start Date:	End Date:
Address:	Contact:	
	Telephone:	
	Email:	
Description of services:		
Client:	Contract Amount:	
	Start Date:	End Date:
Address:	Contact:	
	Telephone:	
	Email:	
Description of services:		
Client:	Contract Amount:	
	Start Date:	End Date:
Address:	Contact:	
	Telephone:	
	Email:	
Description of services:		

---

**Company Name                      Authorized Signature                      Print Name of Signatory                      Date**

**COMPLETE AND RETURN THIS PAGE WITH ELECTRONIC/SEALED RESPONSE**



**VENDOR INFORMATION REGARDING  
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE  
and**

House Bill 87, also known as,  
The Illegal Immigration Reform and Enforcement Act of 2011

Section 3 of House Bill 87 amends O.C.G.A. §13-10-91.

O.C.G.A. §13-10-91(b)(1) states, in part, “A public employer shall not enter into a contract ... for the physical performance of services unless the contractor registers and participates in the federal work authorization program.”

**Accordingly, the affidavits on the pages that follow relate to documentation you must provide the City.**

**All contractors must complete the attached “CONTRACTOR AFFIDAVIT”\*\*\*\*. Additionally, if you utilize subcontractors, they must complete the “SUBCONTRACTOR AFFIDAVIT” and or the “SUB-SUBCONTRACTOR AFFIDAVIT.”**

\*\*\*\*In lieu of the affidavit required by this subsection, a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall instead provide a copy of the state issued driver's license or state issued identification card of such contracting party and a copy of the state issued driver's license or identification card of each independent contractor utilized in the satisfaction of part or all of the original contract with a public employer. A driver's license or identification card shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card.

**See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Information is available at: [http://www.dol.state.ga.us/spotlight/sp\\_sb\\_529\\_new\\_rules.htm](http://www.dol.state.ga.us/spotlight/sp_sb_529_new_rules.htm)

**CONTRACTOR AFFIDAVIT  
E-VERIFY / GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT**

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 **Columbus Consolidated Government** 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:

\_\_\_\_\_  
Company ID Number (*numerical, 4-7 digits*) Date of Authorization  
**\*\*See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

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

**Fiber Contractor Services (Annual Contract); RFB No. 22-0019**

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

**Columbus Consolidated Government**

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

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

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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

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

*Subscribed and sworn before me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
*NOTARY PUBLIC*

*My Commission Expires:*

\_\_\_\_\_

**A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm’s proposal non-responsive and ineligible for further consideration.**

**COMMUNICATION CONCERNING THIS SOLICITATION**

**THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.**

.....  
ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

-----  
**I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.**

**Vendor Name:** \_\_\_\_\_

**Print Name of Authorized Agent:** \_\_\_\_\_

**Signature of Authorized Agent:** \_\_\_\_\_

**ADDENDA ACKNOWLEDGEMENT  
FIBER CONTRACTOR SERVICES  
(ANNUAL CONTRACT)  
RFB No. 22-0019**

The Purchasing Division will post addenda (if any) on the Bid Opportunities page: [https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm). It is the vendors' responsibility to periodically visit the page to check for addenda, **both before the due date and prior to submitting a response in DemandStar.**

**IF ADDENDA WERE ISSUED:**

By signing below, I acknowledge 1) I have received the addenda (if any) as indicated below, 2) my submittal reflects the changes to the specifications, and 3) my submittal includes the most recently revised forms:

Addendum No. ____ dated _____	Addendum No. ____ dated _____
Addendum No. ____ dated _____	Addendum No. ____ dated _____
Addendum No. ____ dated _____	Addendum No. ____ dated _____
Addendum No. ____ dated _____	Addendum No. ____ dated _____
Addendum No. ____ dated _____	Addendum No. ____ dated _____

**IF NO ADDENDA WERE ISSUED:**

By signing below, I acknowledge that I reviewed the Bid Opportunities page referenced above on \_\_\_\_\_ and did not see any addenda listed for this solicitation.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
**Business Name** **Date**

\_\_\_\_\_  
**Authorized Signature** **Print Name**

**CONTRACT SIGNATURE PAGE  
FIBER CONTRACTOR SERVICES  
(ANNUAL CONTRACT)  
RFB No. 22-0019**

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all equipment, terms and services of the Consolidated Government of Columbus, Georgia:

\_\_\_\_\_  
Witness as to the signing of the contract

\_\_\_\_\_  
Signature of Authorized Representative Date

\_\_\_\_\_  
Witness as to the signing of the contract

\_\_\_\_\_  
Print Name and Title of Signatory

(Corporate seal, if applicable)

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

*Company Ordering Address*

*Company Payment Address*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact \_\_\_\_\_

Contact \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Fax \_\_\_\_\_

**CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA**

Accepted this \_\_\_ day of \_\_\_\_\_ 20\_\_\_

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
**Isaiah Hugley, City Manager**

\_\_\_\_\_  
**Clifton C. Fay, City Attorney**

**ATTEST:**

\_\_\_\_\_  
**Sandra T. Davis, Clerk of Council**

**FIBER CONTRACTOR SERVICES  
(ANNUAL CONTRACT)  
RFB No. 22-0019  
INSURANCE CHECKLIST**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND  
ENDORSEMENTS INDICATED BY “X”**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)	Limits (Figures denote minimums)	Bidders Limits/Response
<b>X</b> 1. Worker’s Compensation and Employer’s Liability	<b>STATUTORY REQUIREMENTS</b>	
<b>Comprehensive General Liability:</b>		
<b>X</b> 2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
<b>X</b> 3. Independent Contractors and Sub – Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
<b>X</b> 6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
<b>Automobile Liability:</b>		
<b>X</b> 7. Owned/Hired/Non-Owned Vehicles/ Employer non-ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
<b>Other:</b>		
8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
<b>X</b> 9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
11. Professional Liability	\$1 Million per occurrence/claim	
12. Architects and Engineers	\$1 Million per occurrence/claim	
13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
14. Medical Malpractice	\$1 Million per occurrence/claim	
15. Medical Professional Liability	\$1 Million per occurrence/claim	

	<b>Required Coverage(s)</b>	<b>Limits (Figures denote minimums)</b>	<b>Bidders Limits/Response</b>
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
<b>X</b>	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
<b>X</b>	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
<b>X</b>	24. The City shall be named Additional Insured on all policies		
<b>X</b>	25. Certificate of Insurance shall show Bid Number and Bid Title		
	26. Pollution:	\$2 Million per occurrence/claim	

\*If offeror's employees will be using their privately-owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

**BIDDER'S STATEMENT:**

If awarded the contract, I will comply with contract insurance requirements and provide the required Certificate(s).

BIDDER NAME: \_\_\_\_\_

AUTH. SIGNATURE: \_\_\_\_\_

**\*\*\*COMPLETE THIS PAGE AND RETURN WITH BID\*\*\***

# DEMANDSTAR SUBMISSION INFORMATION

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar. Refer to the following pages for Submission Requirements Checklist, Registering for DemandStar and Responding to an Electronic Bid in DemandStar.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at

[https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm)

. Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at

[https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid\\_tabulations.htm](https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm).

**Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.**

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.



**ELECTRONIC BID SUBMISSION CHECKLIST**  
**Storing, Transporting and Recycling Waste Tires**  
**RFB No. 21-0036**

**Please submit your electronic response as indicated below:**

**IMPORTANT NOTICE:**

1. Vendors shall submit **only** the required documents listed using the “Bidder Response ALL Documents” function. **The City will not consider any information submitted as “Supplemental Documents”.**
2. **Zip files with multiple files are not acceptable**; vendors shall submit one PDF file of their submittal.
3. Due to file size limitations, please **do not resend the City’s full specifications** as this information is already on file.
4. **In the event DemandStar requires a dollar value for your submittal, enter “0”.**

- 1. BID FORM (Form 1)
- 2. PRICING PAGE (Form 1A)
- 3. STATEMENT OF QUALIFICATIONS & WORK GUARANTEE (Form 2)
- 4. CLIENT WORK HISTORY (Form 3)
- 5. E-VERIFY AFFIDAVIT (Form 4)
- 6. COMMUNICATION CONCERNING THIS SOLICITATION (Form 5)
- 7. ADDENDA ACKNOWLEDGEMENT PAGE (Form 6)
- 8. CONTRACT SIGNATURE PAGE (Form 7)
- 9. INSURANCE CHECKLIST (Form 8)
- 10. **PAGE 1** OF FORM W-9 – (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- 11. BUSINESS LICENSE

*Please note: After award of contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.*

# Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to your inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It's EASY!** Get started with these 3 easy steps!

## 1 REGISTER

Go to:  
<https://www.demandstar.com/registration>

### Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

**Next**



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206.940.0305

## 2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

### ← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕  
Narrow down your search by selecting a state and county.

<b>State</b>	<b>County</b>
Select State ▼	Select County ▼

- City of Metropolis – Board of Commissioners
- City of Metropolis Purchasing
- Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.  
Add additional government agencies below for \$25 per County,  
Statewide and National subscriptions available.

My Subscriptions  [0]

**Nation (0)**

**States (0)**

**Counties (0)**

		Your Current Rate
<b>Total</b>	<b>(0 subscriptions)</b>	<b>\$0/year</b>

**Proceed to Checkout**

**Skip for Now**

**SIGN UP**

Visit [www.demandstar.com](http://www.demandstar.com)



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# Responding to an Electronic Bid

5 Step Instructions

## Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web application interface for managing bids. At the top, there is a navigation bar with tabs: 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation bar is a large orange arrow pointing right with the word 'Bids' inside it. To the right of this arrow is a 'Sort By' dropdown menu set to 'Due Date'. Below these elements is a table of bid listings. A red arrow points to the first row of the table.

Bids		Sort By	Due Date
<b>TSEBIDVINO24JAN01</b>	Active		
City of Fort Pierce - Purchasing Department, Fort Pierce, AZ			
<b>ID:</b> BID-TSEBIDVINO24JAN01-0-2020/al	<b>Broadcast:</b> 1/24/2020	<b>Due:</b> 3/1/2020	<b>Planholders:</b> 3 <b>Watch</b>
<b>AA-BB-CC-DD-EE</b>	Active		
agency2.0, Texas, FL			
<b>ID:</b> EBID-001-946-00-0-2020/AD	<b>Broadcast:</b> 2/4/2020	<b>Due:</b> 2/29/2020	<b>Planholders:</b> 0 <b>Watch</b>
<b>TESTBID</b>	Active		
agency2.0, Texas, FL			

## Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

**TESTBID**

**Bid Details**

Agency Name: agency2.0  
Bid Number: agency2.0  
Bid ID: EBID-123456-0-2020  
Bid Type: E-BID  
Broadcast Date: 02/26/2020 2:45 AM Eastern  
Fiscal Year: 2020  
Bid: 02/26/2020 11:02 PM Eastern  
Bid Status Text: BID 574703

**Scope of Work**

scope2020

**Documents**

Filename	Type	Date Modified	Status
file	Attachment	02/26/2020	Complete

**Distribution Info**

Bid Board: None  
Plan (Manager): None  
E-bidding: Enabled  
Distributed By: DemandStar  
Distribution Method: Download and Mail  
Distribution Options: Bid has no buyers/RS associated with it  
Project Estimated Budget: \$100,000.00  
Distribution Notes: None

**Publications**

View Legal Aid

**Pre-Bid Conference**

No Pre-Bid Conference Data Found

**Commodity Code**

[001-445-00] PHYSICAL SERVICES

**Submit E-Bid Proposal**

## Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

**Enter “0” as your bid (proposal) amount.**

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenues, etc., that are entered directly into DemandStar.)

**DEMANDSTAR** Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > 123456 > My E-Bid Response Save & Finish Later Cancel

**Bid Details**

Agency Name: agency2.0  
Bid Number: EBID-123456-0-2020(AO)  
Bid Due Date: 02/29/2020 (PST)  
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining  
Bid Name: TESTBID

**E-Bid Progress**

- Contact Information
- Documents Upload
- Review Bid

**E-Bid Response**

**Contact Information**

Company Name: Calgon Carbon Corporation  
Address 1: P. O. Box 717  
Address 2: Address 2 (optional)  
City: Pittsburgh  
Country: United States of Ame... State/Province: Pennsylvania  
County: Select... Postal Code: 15230-0717  
Phone Number: 4127876810 Extension: (optional)  
Bid Amount: 127,000 (Invalid) Alternate Bid Amount: Alternate Bid Amount (optional)  
Notes: For the full 6 month contract (optional)

**Next**

## Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

**NOTE: Do not enter information using the "Supplemental Documents" function.**

**Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.**

**BEST PRACTICE TIP:** In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page: [https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

## Step 5

Review Your E-Bid Response, and if everything is correct, then press "Submit Response"

You are done! And the government to which you've submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.