

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

Date: **December 1, 2020**

REQUEST FOR BIDS: RFB No. 21-0017	Qualified vendors are requested to submit sealed bids, subject to conditions and instructions as specified, for the furnishing of: COLUMBUS DRAGONFLY TRAILS – RIVERWALK TO MLK CONNECTOR
GENERAL SCOPE	This project includes a new concrete multi-use trail that will connect the Riverwalk to the Martin Luther King, Jr. Trail. The new trail will run along 10 th Avenue, 11 th Street, 6 th Avenue, and 10 th Street. The work includes reconstruction of existing ramps to the Riverwalk to provide for better pedestrian and cyclist access; curb and gutter; landscaping; signage; and striping.
DUE DATE	JANUARY 8, 2021 - 2:30 PM (Eastern)
SUBMISSION REQUIREMENTS	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. See Appendix A through D for Submission Requirements, Submission Requirements Checklist, DemandStar Registration and Submission Instructions.
INSTRUCTIONS TO OBTAIN SPECIFICATIONS	This RFB document is considered a part of the Contract Documents (Plan Book). Plans, Specifications & Bid documents will be made available to Contractors via online download. To gain access to the bid documents, send the following information to Rebecca Ball at ball.rebecca@columbusga.org : <ul style="list-style-type: none">• Company Name• Address• Phone Number• Fax Number• Contact Email
NO BID RESPONSE	If you are not interested in this solicitation, refer to page 3.

Andrea J. McCorvey,
Purchasing Division Manager



STATEMENT OF "NO BID SUBMISSION"

NOTIFY THE PURCHASING DIVISION IF YOU DO NOT INTEND TO SUBMIT A BID:

Email BidOpportunities@ColumbusGA.org or return this form, via fax or mail, to:

Fax number 706-225-3033

Attn: Della Lewis

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

Columbus, Georgia 31902-1340

We, the undersigned decline to submit a bid for **RFB No. 21-0017, COLUMBUS DRAGONFLY TRAILS – RIVERWALK TO MLK CONNECTOR**, for the following reason(s):

- Specifications are too "tight", i.e. geared towards one brand or manufacturer (explain below)
- There is insufficient time to respond.
- We do not offer this product and/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)

Comments _____

COMPANY NAME: _____

AGENT: _____

DATE: _____

EMAIL: _____

TELEPHONE NUMBER: _____

GENERAL PROVISIONS

THE 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 reference. A copy of the ordinance is on file in the Purchasing Division.



NOTICE TO VENDORS

Columbus Council, by Ordinance 92-60 has prohibited any business that is owned by any member of Columbus Council or the Mayor, or any business in which any member of Columbus Council or the Mayor has substantial pecuniary interest from submitting a bid for goods or services to the Consolidated Government of Columbus, Georgia.

Likewise, Ordinance 92-61, no business which is owned by any member or any board, authority or commission, subordinate or independent entity, or any business in which any member or any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a bid to the Consolidated Government if such bid pertains to the board, authority or commission.

BID BOND SUBMISSION

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 5 days after the bid opening. **If the original document is not received within 5 days, then the bid will not be considered. The Bid Bond must be for 5% of Bidder's maximum Bid price.**

BUSINESS LICENSE

The successful contractor shall submit a copy of the Business License (Occupation License) that is required to conduct business at their location. If awarded the contract, the successful contractor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, GA. If you have questions regarding this requirement, contact Yvonne Ivey, Revenue Manager, 706-225-3091.

ADDENDA

Each Bidder must acknowledge receipt of addenda (if any) within their sealed submittal; failure to do so may render the Bidder's submittal bid non-responsive and ineligible for further consideration. Any and all addenda will be posted on the web page of the Finance Department/Purchasing Division, at https://www.columbusga.gov/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.

EQUAL OPPORTUNITY

Columbus Consolidated Government in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

REJECTION OF BIDS

The Columbus Consolidated Government reserves the right to reject any and all bids.

DBE PARTICIPATION

CONSISTENT WITH THE PROCUREMENT ORDINANCE FOR THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA; THE CITY IS COMMITTED TO USING DISADVANTAGED BUSINESS ENTERPRISES (DBES) TO THE FULLEST EXTENT POSSIBLE IN ALL FTA ASSISTED PROCUREMENT CONTRACTS, CONSTRUCTION PROJECTS, AS WELL AS THE DAY-TO-DAY PROCUREMENT NEEDS OF THE CITY.

EACH BIDDER IS RESPONSIBLE FOR MAKING A GOOD FAITH EFFORT TO MEET OR EXCEED THE 10% WOMEN/MINORITY (DBE) PARTICIPATION GOAL IDENTIFIED BY THE CITY. THEREFORE, BIDDERS SHOULD UTILIZE THE SERVICES OF WOMEN/MINORITY (DBE) SUBCONTRACTORS IN ANY AREA POSSIBLE IN ORDER TO REACH THE CITY'S GOAL.

THE CITY RESERVES THE RIGHT TO REQUEST BIDDER SEEK ADDITIONAL DBE PARTICIPATION IF THE BIDDER'S DBE PARTICIPATION IS LESS THAN THE CITY'S 10% GOAL.

IN THE EVENT A DBE SUBCONTRACTOR IS NOT AVAILABLE OR UNABLE TO PERFORM ANY PORTION OF THIS PROJECT; THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING ENOUGH INFORMATION TO ENABLE THE CITY TO DETERMINE WHETHER EFFORTS MADE TO CONTACT DBE SUBCONTRACTORS WERE GOOD-FAITH EFFORTS. FAILURE TO PROVIDE THE INFORMATION WILL RENDER THE VENDOR'S BID INCOMPLETE.

DBE ATTACHMENT I IS A BINDING PART OF THE BID RESPONSE. THE CITY EXPECTS THE SUCCESSFUL BIDDER TO UTILIZE THE DBE SUBCONTRACTORS LISTED ON DBE ATTACHMENT I. CONSEQUENTLY, THE SUCCESSFUL BIDDER MUST FORWARD ANY CHANGES IN DBE UTILIZATION TO THE PURCHASING DIVISION.

THE PRIME CONTRACTOR SHALL HAVE A VALID STATE OF GEORGIA BUSINESS LICENSE. IT IS THE RESPONSIBILITY OF THE PRIME CONTRACTOR TO ENSURE THAT ALL SUBCONTRACTORS HAVE VALID GEORGIA BUSINESS LICENSES.

DBE PARTICIPATION ATTACHMENT I

(CONTRACTORS ARE REQUIRED TO COMPLETE AND RETURN THIS SHEET WITH SEALED BID. THE CITY RESERVES THE RIGHT TO REQUEST THE FORM OF ANY BIDDER, IF NOT INCLUDED WITH BID.)

Consistent with the Procurement Ordinance for the Consolidated Government of Columbus, Georgia; the City is committed to using Disadvantaged Business Enterprises (DBEs) to the fullest extent possible in all FTA assisted procurement contracts, construction projects, as well as the day to day procurement needs of the City. Therefore, prime contractors who bid on this project shall seek the services of DBE sub-contractors to perform portions of the work, where feasible.

List below all DBE subcontractors, suppliers, service firms, etc. expected to work on this project. Show complete name, address, phone number, owner and total dollars committed for all subcontract work by DBEs. **IF THE PRIME CONTRACTOR IS A CERTIFIED DBE, PLEASE STATE BELOW. IF VENDOR IS NOT UTILIZING ANY SUBCONTRACTORS, PLEASE STATE BELOW.**

PARTICIPATING DBE SUBCONTRACTORS

NAME OF DBE COMPANY ADDRESS, PHONE NUMBER, OWNER	PROJECT WORK ASSIGNED	DBE CERTIFICATION
Name: _____ Owner: _____ Address: _____ Telephone: _____	Work: _____ Amount: \$ _____	Certifying Agency: _____ _____
Name: _____ Owner: _____ Address: _____ Telephone: _____	Work: _____ Amount: \$ _____	Certifying Agency: _____ _____
Name: _____ Owner: _____ Address: _____ Telephone: _____	Work: _____ Amount: \$ _____	Certifying Agency: _____ _____

Columbus Consolidated Government is a member of the Georgia Unified Certification Program (UCP), in which Georgia Department of Transportation is the certifying agency for Disadvantaged Business Enterprises (DBEs). The following is a link to the UCP Directory: <http://www.dot.ga.gov/PS/Business/DBE#tab-2>.

I UNDERSTAND THAT THIS PAGE IS CONSIDERED A BINDING PART OF MY BID RESPONSE. The City expects the above listed DBE subcontractor(s) to be utilized on this project. Consequently, any changes in DBE utilization shall be forwarded to the Purchasing Division, in the event I am awarded the contract.

COMPANY NAME

AUTHORIZED SIGNATURE

DATE

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.

ANY INQUIRY RECEIVED BY NOON (12:00 PM) ON THE FIFTH CALENDAR DAY PRIOR TO THE DATE FIXED FOR THE OPENING OF BIDS WILL BE GIVEN CONSIDERATION.

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.

E-VERIFY AFFIDAVIT

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), DOAS 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.

CONTRACTOR E-VERIFY AFFIDAVIT

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

Columbus Dragonfly Trails – Riverwalk to MLK Connector; RFB No. 21-0017

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.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE"
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 under a contract with

(Name of Contractor)

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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor 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

Columbus Consolidated Government

Name of Public Employer

Name of Contractor

Columbus Dragonfly Trails – Riverwalk to MLK Connector

Name of Project

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:

"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE"
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation that is engaged in the physical performance of services under a contract for

(Name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)
and

(Name of Contractor)

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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to

(Name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)

Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to

(Name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)

Sub-subcontractor 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

Columbus Consolidated Government

Name of Public Employer

Name of Contractor

Columbus Dragonfly Trails – Riverwalk to MLK Connector

Name of Project

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:

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: _____

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. See Appendices B, C & D 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.

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.

The Purchasing Division’s tabulation of bids shall be the official tabulation.

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 SUBMITTAL CHECKLIST

COLUMBUS DRAGONFLY TRAILS – RIVERWALK TO MLK CONNECTOR
RFB NO. 21-0017

Please submit your electronic response as instructed 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”.**

- DBE Forms (pages 5 & 6 of RFB document)
- Contractor’s E-Verify Affidavit (page 8 of RFB document)
- Communication Concerning this Solicitation* form (page 13 of RFB document)
- Bid Bond & Power of Attorney
- Proposal Forms (pages IB-8 through IB-9)
- Non-Collusion Affidavit of Prime Bidder (page IB-13)
- Statement of Qualifications (pages IB-19a through IB-19e)
- Page 1 of Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

APPENDIX C

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 you 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

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

← 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.

State	County
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
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

Skip for Now

SIGN UP

Visit www.demandstar.com



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206.940.0305

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 list of bid items. A red arrow points to the first item in the list.

Solicitation Name	Agency	Broadcast	Due	Planholders	Action
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Active
TESTBID	agency2.0, Texas, FL				Active

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 Active

Bid Details

Agency Name	AGENCY A
Bid Number	AGENCY A
BID ID	880-024260-020140
Bid Type	E-BID
Broadcast Date	12/08/2022 2:40:41 Eastern
Fiscal Year	2023
Due	12/28/2022 11:59:59 Eastern
BID Status Text	BID OPEN

Scope of Work

AGENCY A

Documents

Filename	Type	Date Modified	Status
xxx	Attachment	12/08/2022	Complete

Distribution Info

Bid Bond	None
Plan (Approved)	None
E-Bidding	Enabled
Distributed By	System Admin
Distribution Method	Download and Mail
Distribution Options	Bids are to be printed and mailed
Project Estimated Budget	\$100,000.00
Distribution Notice	None

Publications

View Log(s)

Pre-Bid Conference

No Pre-Bid Conference Data Found

Commodity Code

000-040-001 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.



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

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

Bid Details

Agency Name: agency2.0
Bid Number: EBID-123456-Q-2020/AD
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: (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: (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.

IMPORTANT NOTES:

1. 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.

BEST PRACTICE TIP: In some instances, multiple addenda may be issued for a solicitation. To avoid having to reupload your submittal 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 its Procurement Opportunities page at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm

The screenshot displays the DEMANDSTAT E-Bid Response interface. On the left, the 'Bid Details' section shows information such as Agency Name, Bid Number, Bid Due Date, Bid Opening, and Bid Name. Below this is the 'E-Bid Progress' section with a progress indicator. The main area is titled 'E-Bid Response' and contains a 'Required Documents' section. This section includes a list of 'Agency Accepted File Formats' and a table for 'Required Document', 'Submission Option', and 'Uploaded Document'. A green arrow points to the 'Upload Complete File' button, and a red arrow points to the 'Supplemental Documents' section with the text 'DO NOT USE SUPPLEMENTAL DOCUMENTS'.

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.

