

# Invitation to Bidders

Integrated Road Maintenance and Support Services

December 1, 2023

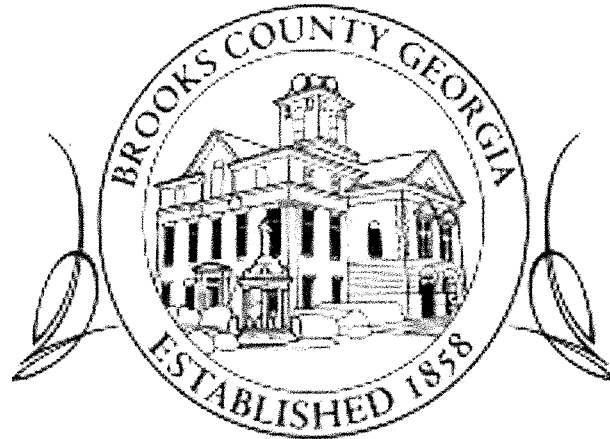
## Brooks County Board of Commissioners

610 S Highland Rd.

Quitman, GA 31643

Phone: 229.263.5561

Email: [jmckinney@brookscountyga.gov](mailto:jmckinney@brookscountyga.gov)



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**!** 1.0 Submission Details

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1.1 Submission Deadlines

One (1) original of the complete signed submittal must be received by the deadline. All submissions for this request must be received in a sealed envelope stating on the outside, the contractor's name, address, and the Invitation to Bid (ITB) title. All submissions must be delivered, as stated below, no later than:

**Friday, January 5, 2024**  
**No later than 2:00pm EDT**

1.2 Submission Delivery Address

The delivery address to be used for all submissions is:

**Kim Daniels**  
Procurement Officer  
Brooks County Board of Commissioners  
610 S Highland Rd  
Quitman, GA 31643  
Phone: 229.263.5561/Email: kdaniels@brookscountyga.gov

1.3 Submission Questions and Clarifications

You may contact the following person listed above if you have any questions or require clarification on any topics covered in this Invitation to Bid. All questions that arise must be submitted by **January 3rd by 1pm** and shall be directed to the contact person in writing via facsimile or email. Unauthorized contact shall not be used as a basis for responding to this ITB and may result in the disqualification of the contractor's submittal. Contractors may not contact any elected official, other county employee, or consultant engaged in this process to discuss the bid process or proposal opportunities. Contact of this nature could result in immediate disqualification of the contractor.

1.4 Electronic Submissions

No electronic submissions are required with this ITB.

### 1.5 Additional Information/Addenda

Brooks County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Contractors should not rely on any representations, statements or explanations other than those made in this ITB or in any addendum to this ITB. Where there appears to be a conflict between the ITB and any addenda issued, the last addendum issued will prevail. Addenda will be released to the contact person provided by the respective qualified contracting company as well as published at [www.brookscountyga.gov](http://www.brookscountyga.gov) website, located on the Home Page Navigation, titled Requests For Qualifications & Proposals. Contractors are encouraged to check this site regularly for immediate access to issued addenda. RFP & ITB Communications can also be requested as stated above (1.3).

**Contractors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Bidders who fail to acknowledge the receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the owner's requirements.**

### 1.6 Late Submittal, Late Modifications, and Late Withdrawals

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Brooks County assumes no responsibility for the premature opening of a bid not properly addressed and identified, and/or delivered to the proper designation.

### 1.7 Rejection of Bid

Brooks County may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. Submittals received after said time or at any place other than as stated in the notice will not be considered.

### 1.8 Minimum Bid Acceptance Period

Valid submittals shall not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

### 1.9 Non-Collusion Affidavit

By submitting a response to this ITB, the contractor represents and warrants that such bid is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the contractor has not directly or indirectly induced or solicited any other contractor to put in a sham bid, or any other person, firm or corporation to refrain from submitting and that the contractor has not in any manner sought by collusion to secure to that contractor any advantage over any other contractor. By submitting a bid, the contractor represents and warrants that no official or employee of Brooks County has, in any manner, an interest, directly or indirectly in the bid or in the contract which may be made under it, or in any expected profits to arise there from.

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### 1.10 Illegal Immigration Form

Every contractor and sub-contractor submitting a bid must complete the form showing compliance with the Illegal Immigration Reform and Enforcement Act of 2011, O.C.G.A. § 13-10-91. The form is provided with this ITB package along with one for any sub-contractors.

### 1.11 Bond Requirements

A performance bond in the amount equal to one hundred (100) percent of the total bid and a payment bond in the amount equal to one hundred (100) percent of the total bid along with a proposal guaranty in the amount of five (5) percent of the total bid will be required for this project. Any bid that does not include these will be rejected.

### 1.12 Cost Incurred by Bidders

All expenses involved with the preparation and submission of the bid to Brooks County, or any work performed in connection therewith is the responsibility of the bidder(s).

### 1.13 Bid Opening

Bid submittal prices will be opened publicly and reviewed based on price. A list of companies responding to the bid may be obtained from the Administration Office, after the bid due date and time stated herein.

### 1.14 Taxes

The selected contractor will be provided with the Brooks County Sales and Use Tax Certificate of Exemption number upon request for material purchases made on behalf of the county.

### 1.15 Proposer Information

All bidders must register as a contractor with Brooks County prior to the bid submittal. Registration information can be determined by contacting Sharon Sims, [ssims@brookscountyga.gov](mailto:ssims@brookscountyga.gov). All submissions shall include a current W-9. Contractors whose place of business is other than the State of Georgia may be required to provide Brooks County with copies of that state's regulations and/or laws concerning the application of certain contractor preference requirements to contractors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the contractor from submitting a bid.

### 1.16 Anti-Discrimination

By submitting a response to this ITB, all perspective contractors certify to Brooks County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended. In every contract of over \$10,000 the provisions in 1.16.1 and 1.16.2. apply:

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1.16.1

During the performance of this contract, the contractor agrees as follows:

1.16.1.1

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

1.16.1.2

The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1.16.1.3

Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

1.16.2

The contractor **will** include the provisions of 1.16.1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or contractor.

1.17 Acceptance

Submission of any bid indicates acceptance of the conditions contained in the ITB unless clearly and specifically noted otherwise in the bid.

1.18 Price

Prices quoted shall be unit price and include all costs and charges to include, but not limited to material, labor, transporting the equipment, operating equipment, safety compliance, and/or services described herein to accomplish the Scope of Work as described in Section 2.2. Brooks County is exempt from state sales tax. All fees shall be included in the bid price. Bidders must provide a quote based on the bid unit as listed.

1.19 Samples

If samples are requested by Brooks County, they shall be at no charge to the County and will become property of the County, unless return is requested by the bidder in writing in their bid. Return of samples will be at bidder's expense.



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## [ 2.0 Purpose and Scope of Work

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### 2.1 Purpose

The intent of this Invitation to Bid (ITB) is to solicit bids for furnishing all labor and equipment necessary for Integrated Road Maintenance and Support Services.

### 2.2 Scope of Work

#### 2.2.1

##### Integrated Road Maintenance and Support Services

##### 2.2.1.1

Brooks County, GA, is seeking qualified contractors to submit bids for the provision of integrated road maintenance and support services. The County requires a comprehensive solution to address various road maintenance activities, including dirt road grading/ditching, road sign maintenance, response to road emergencies, county bridge vegetation maintenance, blacktop/paving projects, surface repairs/pothole correction, roadside tree removal, culvert maintenance, outlet ditch cleaning/cutting, bushing of backside ditches, material acquisition/transport, assessment of roadway safety, and facilitation of heavy equipment maintenance needs. The purpose of this Request for Bids (RFB) is to identify a contractor who can meet the County's requirements and provide efficient and effective road maintenance services. Contractor will be responsible for determining and providing all staffing, vehicle, and equipment needed to provide all the required services.

##### 2.2.1.2

General Project Information:

State Road Miles: 113.99

County Road Miles: 602.67 mi

Paved Roads: 235.72 mi

Dirt Roads: 366.95 mi

Drainage:

- Roadside Ditches: Unknown (some County roads may not have roadside ditches)
- Outlet Ditches: Unknown (number of outlet ditches in the County system)

##### 2.2.2.3

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## Scope of Services

The selected vendor will be responsible for providing the following services on a cycle or as needed basis:

A) Dirt Road Grading/Ditching: 30-day cycle

- Regular grading and maintenance of dirt roads to ensure proper surface condition.
- Ditching to maintain proper drainage along dirt roads.

B) Road Sign Maintenance: As Needed

- Replacement, addition, and maintenance of road signs as required. This will include items such as but not limited to installation, cleaning, re-posting, replacement, trimming foliage around signs, removal of graffiti, etc.
- Ensuring all road signs are visible, legible, and compliant with relevant regulations.
- Brooks County will provide required materials for sign maintenance per item K below.

C) Response to Road Emergencies: As Needed

- On-call service available 24/7 to respond to road emergencies promptly.
- Immediate assistance in addressing issues such as fallen trees, road blockages, auto accidents, and hazardous conditions.

D) County Bridge Vegetation Maintenance: As Needed

- Regular maintenance and control of vegetation around county bridges to ensure safety and prevent obstruction.
- Equipment shall be supplied and maintained by the contractor.

E) Black Top/Paving (LMIG and County Paving Projects): As Needed

- Assist with preparing bids and selecting vendors for blacktop/paving projects, including LMIG {Local Maintenance Improvement Grant} and County-funded projects.
- Ensure compliance with specifications, regulations, and quality standards.
- Work with County Engineering Consultants on preparing projects for bid/construction.

F) Surface Repairs/Pothole Correction: As Needed

- Identification and repair of surface defects and potholes on roads.
- Use of appropriate techniques and materials to ensure long-lasting repairs.
- Brooks County will provide required materials for Surface/Pothole Correction per item K below.

G) Roadside Tree Removal: As Needed

- Removal of trees hindering safety or fallen trees along roads.
- Prompt response to ensure roadways are clear and safe for users.
- Haul off material to designated site located on Madison Hwy (SR 333) in Quitman, GA

H) Culvert Maintenance: As Needed

- Cleaning, installation, replacement, and removal of culverts as necessary.

- Ensuring proper functioning and maintenance of culverts for effective drainage.
- Brooks County will provide required materials for Culvert Maintenance per item K below.

I) Outlet Ditch Cleaning/Cutting: As Needed

- Removal of accumulated silt, gravel, debris, trees, brush, or vegetation from outlet ditches.
- Reestablishment of original flow or establishment of better flow line using mechanical equipment or manual methods.
- Haul off material to designated site located on Madison Hwy (SR 333) in Quitman, GA

J) Bushing of Backside of the Ditches: As Needed

- Cost-effective control of vegetation on the backside of drainage ditches using mechanical equipment.
- Coordination with farmers, if applicable, to ensure minimal disruption to crops or the County's right-of-way.

K) Material Acquisition/Transport: As Needed

- Responsible for transport of materials required for road department associated projects and other projects assigned by the Brooks County Board of Commissioners (BOC).
- Efficient and timely procurement and delivery of materials.
- Vendor responsible for obtaining required quotes for presentation to County Manager. County Manager will approve/deny all purchases.
- Budget for materials will be determined and controlled by County Manager. Vendor will provide information and suggestions to County Manager on appropriate budget amounts per year for stock materials.

L) Assessment of Roadway Safety: On Going

- Ongoing assessment of roadway safety conditions.
- Proposal and implementation of measures to address and correct safety issues, such as restriping, guard rail system installations, and other appropriate solutions.
- County Manager will determine which proposals for improvements will be carried out by the vendor.

M) Facilitation of County Heavy Equipment Maintenance Needs: As stated below

- Vendor will have use of county owned equipment in the carrying out of duties. Need list of any equipment that county is providing. Will put in Exhibit A
- Fuel for the equipment will be provided by Brooks County
- Provision of support services for County heavy equipment maintenance needs.
- Timely repairs, maintenance, and coordination to ensure equipment availability for the County managed cutting of ROW.
  - o Equipment to be maintained: (Additional Equipment listed in Exhibit A)
    - John Deere 5100E (2)
    - John Deere 6145M (2)
    - John Deere 310L
    - Caterpillar 4268

- o Services to be performed:
  - Oil Changes 250 hrs
  - Primary Fuel Filter 500 hrs
  - Secondary Fuel Filter 500 hrs
  - Primary Air Filter 1500 hrs
  - OCV Filter 1500 hrs
  - Secondary Air Filter 1000 hrs
  - Transmission Oil Filter 500 hrs
  - Hydraulic Oil Filter 500 hrs
  - Diesel Exhaust Filter 4500 hrs
  - Fresh Air Filter 1500 hrs
  - Recirculation Air Filter 1500 hrs
  - Change Hydraulic Oil 1500 hrs
  - Maintain A/C System as needed
  - Tire Repairs/Emergency Calls as needed
  - Maintain Service Records
- o Inventory of needed parts at least 1 oil change in advance if parts are not readily available.
- o Mower blade replacement as needed.
- o The County Manager will maintain a budget for parts for equipment maintenance. County Manager will approve/deny the purchase of parts as needed based on recommendation of the vendor.
- o Equipment fuel and the fueling system will be managed by the County Managers office under the direct oversight of the AP/AR staff.

## 2.2 Level of Service

Brooks County expects the contractor(s) to present a plan that aligns with the needs of Brooks County. The levels of service required are listed in Section 2.2.2.3 of the Scope, beside each task. While many tasks are to be done "As Needed", Brooks County expects that these are ongoing task. Items such as Culvert Maintenance, Outlet Ditch Cleaning/Cutting, etc. are items that can be worked on continuously. The contractor will need to consider this when determining the number of crews and equipment that will be required to provide the appropriate level of service.

The contractor will provide an on-site project manager, with complete contact information including an email address and cell phone number, to attend weekly meetings with the County Manager to discuss any issues and provide updates on work that has been completed as well as work that is upcoming. The on-site project manager is responsible for overseeing the day-to-day work and shall provide field services as needed. All Road Department personnel needed to successfully accomplish the needs of Brooks County shall be employed by the successful bidder. Additionally, Brooks County desires to have current employees working in its Road Department, who desire to maintain their employment, be afforded that opportunity to transition to the successful bidder. Bidders shall provide a plan to onboard the current Brooks County employees in their submission. This plan shall describe the method used to educate current employees on the transition process, any requirements that must be met in order to transition employment and the timeline of the transition process.

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Any contractor employee that the county determines to be incapable of performing the services required in the scope of work is subject to removal from the project. If an employee is removed from the project, the contractor shall replace the employee in a timely manner within three business days at no additional cost to the county.

Failure to meet the required service levels will result in a reduction in payment for the month in which the required work was not performed. The reduction in pay will be based on a schedule of values that is prepared by the vendor and mutually agreed to by both the vendor and the County. Reduction will not be made if the failure to meet the required schedule is of no fault to the vendor.

5. Bid Submission:

Interested contractors are requested to submit their proposals in the following format:

A) Cover Letter:

- o A brief introduction and summary of the contractor's capabilities and experience.
- o Acknowledgment of the ITB requirements.

B) Company Profile:

- o Background information on the contractor, including experience in road maintenance services.
- o List of similar projects successfully completed.

C) Proposed Methodology:

- o Detailed description of the contractor's approach to providing the required services.
- o Clearly defined processes and techniques.

D) Staffing and Resources:

- o Description of the contractor's team, including qualifications, experience, and roles.
- o Overview of available resources, equipment, and technology.

E) Cost Proposal:

- o Comprehensive breakdown of costs, including pricing for each service and any additional charges.
- o Clearly defined payment terms and conditions.
- o The winning bidder will be required to provide a schedule of values during the contract phase of this bid
- o When providing cost in your bid, please list out what each crew is composed of and what the yearly rate of the crew is for 40 hours per week. Example: 40 hour Road Grading Crew consist of 2 crew men and a 3/4 ton truck at a rate of \$\$\$\$ per year.
- o Provide an emergency call out rate for each of the crews in your proposal. In the event the crew is called out, there will be a minimum of a 2 hour charge.
- o In your total cost for this bid, do not assign a total value to emergency call out. The rate will be used for pay in the event the crew is called out.

F) References:

- o Contact information for at least three references from previous clients for similar projects.

6. Evaluation Criteria:

The bids will be evaluated based on the following criteria:

- o Total yearly Cost

7. Submission Deadline and Contact Information:

Bids must be submitted no later than Friday, January 5, 2024 at 2:00 pm EST to the following address:

Kim Daniels  
Procurement Officer  
610 S Highland Rd  
Quitman, GA 31643  
Email: [kdaniels@brookscountyga.gov](mailto:kdaniels@brookscountyga.gov)

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## [ 3.0 Qualifications

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### 3.1 Legal & Insurance

Bidder must be a legal business entity with all required state and local certificates to conduct business within Brooks County, Georgia. Bidder must be able to provide current General Liability Insurance. Bidder must be able to provide Workers' Compensation Insurance. See Exhibit A for Insurance Requirements.

### 3.2 Proposal Guaranty

Bidders must provide a Proposal Guaranty that equals five (5) percent of the total bid. All Proposal Guaranties except that of the successful bidder will be returned immediately following the Award of the Contract. The Guaranty of the successful bidder to whom the award is made will be retained until the Contract Performance and Payment Bonds have been signed and approved.

### 3.3 Performance & Payment Bonds

At the time of the execution of the Contract, and as a part thereof, the successful Bidder shall furnish Performance and Payment Bonds each in a sum equal to one-hundred (100) percent of the Contract. The Bonds shall be executed by the Contractor and a Surety Company acceptable to the County and authorized to do business in the State of Georgia. In the event the bond is furnished by an out-of-state agent licensed to do business in the State of Georgia, it shall be countersigned by a Georgia resident agent in accordance with the laws of Georgia.

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## [ 4.0 Procedures

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### 4.1 Project Administration

The bid will be administered by Brooks County through the Procurement Officer. The Procurement Officer being the *main* point of contact for all questions during the preliminary procedures. After a contract or bid is awarded, Brooks County will be the project administrator.

### 4.2 Questions

All questions shall be submitted in writing (e-mail is preferred) and relevant questions shall be posted on our website (see 1.5).

### 4.3 Open Records

All materials submitted in connection with this ITB will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Brooks County. All such materials shall remain the property of Brooks County and will not be returned to the respondent.

### 4.4 Indemnification

All respondents to this ITB shall hold harmless Brooks County, and any of their officers and employees from all suits and claims alleged to be a result of this ITB. The issuance of this ITB constitutes only an invitation to present a bid. Brooks County reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this ITB. Brooks County also reserves the right to seek clarifications, to negotiate with any contractor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this ITB is withdrawn or the project canceled for any reason, Brooks County shall have no liability to any respondent for any costs or expenses incurred in connection with this ITB or otherwise.

### 4.5 Mandatory Forms

Failure to submit all the mandatory forms from this ITB package shall be just cause for the rejection of the qualification package. However, Brooks County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

### 4.6 Failure to Deliver Goods/Service

In case of failure to deliver goods/service in accordance with the contract terms and conditions, Brooks County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Brooks County may have.



#### 4.7 Contract

Any contract resulting from this ITB shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations. The Contractor shall be governed accordingly.

#### 4.8 Funding

It is understood and agreed by the bidder that Brooks County shall be bound hereunder only to the extent of the appropriate funding is available by Brooks County.

#### 4.9 Pre-Construction Conference

A Pre-Construction Conference shall be held on this project before any work is started by the contractor. The Pre-Construction Conference shall include the Brooks County Administrator, staff, and the Contractor.

#### 4.10 Notice to Proceed

The work shall begin within two (2) weeks after notification to begin work by the County and shall be carried through to completion without unreasonable delays and without suspension of the work unless authorized in writing by the County. If there are unreasonable delays or unauthorized suspensions of the work, the County reserves the right to charge the Contractor, not as a penalty, but as liquidated damages, as prescribed in an executed contract.

#### 4.11 Completion Date

The Completion Date of this project shall be **1 year** from the execution of the contract unless the contract is renewed for additional 1-year periods.

#### 4.12 Final Payment

Final Payment will be made upon completion of the contract.

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## [ 5.0 Selection

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### 5.1 Opening of Bids

All qualified bids will be opened by the County Administrator, publicly, at the time and date that bids are due.

### 5.2 Selection Criteria

The low bidder will be the only consideration for negotiation and recommendation to the Brooks County Board of Commissioners for the bid award.

### 5.3 Bid Acceptance

Brooks County reserves the right to accept the bid that is determined to be in the best interest of the County. The County reserves the right to reject any and or all bids.

### 5.4 Board of Commissioners

The accepted low bid will be brought before the Brooks County Board of Commissioners during a regular open meeting by the County Administrator for Commission approval. The Board of Commissioners gives the final approval for the acceptance of a bid and reserves the right to reject the selected bid for any reason.

### 5.5 Contract Negotiation and Signing

Upon Board of Commissioner approval, the County will complete contract negotiations with the selected contractor. The contract must be signed by an authorized agent of the selected contractor and by the Chairperson of the Brooks County Board of Commissioners or their designee.

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## LIABILITY INSURANCE REQUIREMENTS

The limits of liability for the insurance required by the General Conditions shall not be less than the following amounts:

- A. Workers Compensation
- |  |           |
|--|-----------|
| 1) State   | Statutory |
| 2) Applicable Federal<br>(e. g. Longshoreman's): | Statutory |
| 3) Employer's Liability                          | 1 Million |
8. Comprehensive General Liability (including Contractual Liability, Premises - Operations; Independent contractor's Protective; Products Liability- Completed Operations; Broad Form Property Damage:
- |  |             |
|--|-------------|
| 1) General Aggregate (Except Products- Completed Operations) | 2 Million   |
| 2) Products-Completed Operations Aggregate                   | 1 Million   |
| 3) Personal and Advertising Injury (per Person/Organization) | 1 Million   |
| 4) Each Occurrence (Bodily Injury)                           | \$50,000.00 |
| 5) Each Occurrence (Property Damage)                         | \$50,000.00 |
| 6) Excess or Umbrella Liability                              | 3 Million   |
| a. General Aggregate   | 3 Million   |
| b. Each Occurrence   | 3 Million   |

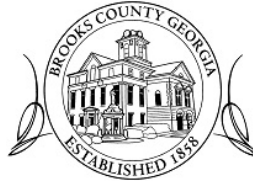
**NOTICE TO BIDDER: *Certificates of Insurance shall be submitted with the Contractor's Bid.***

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# Mandatory Forms

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**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the bid:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Owner, Partner or Officer of Firm

\_\_\_\_\_  
Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as bidder, that they have not been a party to any collusion with any officer of Brooks County or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of Brooks County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

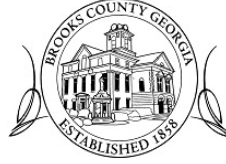
\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
Notary Public [NOTARY SEAL]



**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT  
PRIMARY CONTRACTOR**

Name of Contracting Entity: \_\_\_\_\_

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

Proposal Date: \_\_\_\_\_

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, company, or corporation which is contracting with Brooks County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, \* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Brooks County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / E-Verify User Identification Number

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

\_\_\_\_\_  
BY: Authorized Officer or Agent  
{Name of Person or Entity}

\_\_\_\_\_  
Date

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

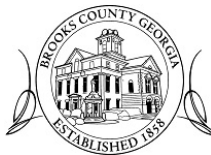
\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

DAY OF \_\_\_\_\_, 2024

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

[NOTARY SEAL]



**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT  
SUB-CONTRACTOR**

Name of Sub-Contracting Entity: \_\_\_\_\_

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

Proposal Date: \_\_\_\_\_

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, company, or corporation which is contracting with Brooks County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Brooks County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / E-Verify User Identification Number

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

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Name of Person or Entity)

\_\_\_\_\_  
Date

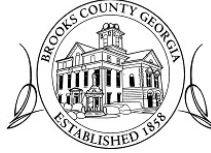
\_\_\_\_\_  
Title of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE  
DAY OF \_\_\_\_\_, 2024

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

[NOTARY SEAL]



**PROPOSAL GUARANTY**

**KNOW ALL MEN BY THESE PRESENTS THAT WE** \_\_\_\_\_ {Contractor's name}, as Principal,  
hereinafter called the Principal, and (Surety) \_\_\_\_\_ a corporation duly organized under the  
laws of the State of \_\_\_\_\_ as Surety, hereinafter called the Surety, and held and firmly bound unto

**Brooks County, Georgia**  
610 S Highland Rd  
Quitman, GA 31643

as Obligee, hereinafter called Obligee, in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), or  
\_\_\_\_\_ percent (\_\_\_ %) of the amount bid, for the payment of which sum well and truly to be made,  
the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns,  
jointly and severally, firmly by these presents.

**WHEREAS**, the Principal has submitted a bid for: ***Integrated Road Maintenance and Support Services***

**NOW, THEREFORE**, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid and give such bonds or bond as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and Sealed this \_\_\_ day of \_\_\_\_\_ 20\_\_ .

\_\_\_\_\_  
Signature for Principal

\_\_\_\_\_  
Signature for Surety

\_\_\_\_\_  
Printed Name for Principal

\_\_\_\_\_  
Printed Name for Surety

\_\_\_\_\_  
Signature of Witness for Principal

\_\_\_\_\_  
Signature of Witness for Surety

\_\_\_\_\_  
Printed Name of Witness for Principal

\_\_\_\_\_  
Printed Name of Witness for Surety





**EXECUTION OF BID**

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

The potential contractor certifies the following by placing an "X" in all blank spaces:

That this bid was signed by an authorized representative of the company.

That the potential Contractor/Vendor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

That all costs associated with this project have been determined, including all direct and indirect costs.

That the potential contractor agrees to the conditions as set forth in this INVITATION TO BID with no exceptions.

Therefore, in compliance with the foregoing Invitation to Bid, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this bid is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract. I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this ITB, I/we guarantee and certify that all items included in my bid meet or exceed specifications. I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

---Sign on next page---

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Business Contact Representative

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Operational Contact Representative

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Contractor's Name

Federal ID#

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Address

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Phone

Fax

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Email

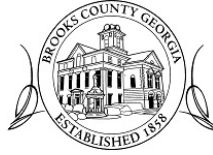
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Authorized Signature

Date

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Typed Name & Title



**ADDENDA ACKNOWLEDGEMENT**

The contractor has examined and carefully studied the Invitation to Bid and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title  
{Print or Type}

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

\_\_\_\_\_  
(Date)

Bidders must acknowledge any issued addenda. Bidders who fail to acknowledge the receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the owner's requirements.

Exhibit A

NEED LIST OF COUNTY EQUIPMENT SUPPLIED

**EXHIBIT A**

## BROOKS COUNTY ROAD DEPARTMENT EQUIPMENT INVENTORY

GRADERS	Equipment Make/Model	Year	Vin#
	JOHN DEERE/670G	2018	1DW670GXCKF694739
	CATERPILLAR/150		CAT001SOCEB400637
	JOHN DEERE/670G	2018	1DW670GXVJF691288
	JOHN DEERE/670G	2018	1DW670GXCKF694748
	CATERPILLAR/150		CAT00150AENJ00128
	JOHN DEERE/670G	2018	1DW670GXCJF691368
SEMIS/DUMP TRUCKS			
	SEMI-DELILAH		
	MACK/SEMI-SAMSON	2019	1M1PN4GY1LM003568
	MACK/DUMP TRUCK	2017	1M2AX13C6JM039985
HEAVY EQUIPMENT			
	JOHN DEERE/50G-EXCAVATOR		1FF050GXKK291538
	CATERPILLAR/313F-EXCAVATOR		HDK10262
	JOHN DEERE/640R -TRACTOR		1L06145MAJG901733
	CATERPILLAR/420F-BACKHOE		CAT0420FJSKR04931
	CAT/EL200-EXCAVATOR		7DF00773
	CAT/313FLGC-EXCAVATOR		HDK10262
	JOHN DEERE/ZERO TURN MOWER	Z930M	1TC930MCKFT034492
	BOB CAT/331-EXCAVATOR		AACS12024
TRAILERS			
	DOWN TRAILER/BLACK TRAILER	2022	1XNBE1822N3087158
	DUMP TRAILER	2018	4YNBN1022085370
	WALLACE/LOWBOY-TRAILER		1W9W1FH29KV559121
	DOWN 2 EARTH/TRAILER		B21-SF497224
ROAD DEPARTMENT TRUCKS			
	CHEVROLET/TAHOE		1GNEC03087R381862
	DODGE/RAM 1500	2013	1C6RR7FG1DS639564
	DODGE/RAM 2500	2020	3C6UR5HJ3LG275922
	CHEVROLET/2500HD	2001	1GCHC29U91E253205
	DODGE/RAM 2500	2020	3CGUR5HJXLG275920

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SHOP TRUCKS

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MISC

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DODGE/RAM 5500	2020	3C7WRNF1XLG276817
FORD/F350 FLATBED	2018	1FD8W3HG0JEB47897
JOHN DEERE/LOADER ATTACHMENT	6145M	1P0640RXJJ006997
JOHN DEERE/BUCKET ATTACHMENT	6145M	BW15919-8074-04118
MOWERMAX/BARREL GRINDER		FMX50E7C-CN0363H
SPRAYER FOR TRACTOR		SC200-3PT6CSCH-1-NS
200 GALLON SPRAYER	2018	5301652
DEWALT/CUTOFF SAW-D28715		183272
STIHL/WEEDEATER-FS94R		513683078
STIHL/POLE SAW-HT101		502615919
HUSQVARNAWEEDEATER-129LK		2020-2500666
STIHL/WEEDEATER-FS70R		533231160
STIHL/WEEDEATER-FS70R		533231149
HUSQVARNA/CONCRETE SAW-375K		64500963
STIHL/CONCRETE SAW-TS420		
STIHL/CONCRETE SAW-TS420		
STIHL/CONCRETE SAW-TS700		
STIHL/LEAF BLOWER-BG50		515299353
HUSQVARNA/CHAINSAW-455		400288
HUSQVARNA/CHAINSAW-455		3400517
HUSQVARNA/CHAINSAW-455		400286
HUSQVARNA/CHAINSAW-135		3006468
STIHL/CHAINSAW-MS250		
HUSQVARNA/CHAINSAW-460		0605AA

OTHER DEPARTMENTS

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Mowing Crew

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DODGE/RAM 3500-FLAT BED	2022	3C7WRTCL5NG304972
CHEVROLET/WORK BODY	2023	1GB5YSE70PF182570
MOWER MAX/SIDEARM MX10	2021	MMB21064-24
RHINO/4150-15FT MOWER FLEX	2023	4150-42239

RHINO/4105-IOFT FLEX MOWER	2023	4105-40181
BUSH HOG/2815-15 MOWER FLEX		1HRFR1163500351
JOHN DEERE/614SM-TRACTOR		1L06145MAJG901733
JOHN DEERE/6145M-TRACTOR		1L06145MJJG901534
BUSH HOG/3510R-10FT FLAT DECK		1HCWR1193500391
JOHN DEERE/SIO0E-TRACTOR		1P05100ELN5072293

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Landfill

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JOHN DEERE/MAXIO-IOFT MOWER	2019	1P0MX10CALP052298
FORD/FIS0 XL	2011	1FTFX1EF4BFC07287
JOHN DEERE/SIO0E-TRACTOR		1LY5100ECHH402410

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Recycling Center

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JOHN DEERE/310L-BACKHOE		1T03101XTHF319440
CAT/426B/BACKHOE		SHK13637

SHERIFF'S DEPARTMENT/INMATE DETAIL

BLUE BIRD/BUS	2001	1G8M7T1C4J503858
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