



## CITY OF DAHLONEGA

### REQUEST FOR QUOTE ANNUAL ASPHALT PATCHING AND LEVELING ON VARIOUS CITY STREETS PROJECT #2025-003

#### 1.0 INTRODUCTION

#### 1.1 Purpose of Procurement

The City of Dahlonega is requesting quotes for asphalt patching, leveling, repairing, and small-scale full-depth roadway construction on various city streets for the budget year ending September 30, 2025, to include an annual renewal option for a total contract up to two fiscal years.

#### 1.2 Schedule of Events

This Request for Quote shall be governed by the following schedule:

DATE	ACTIVITY
January 8, 2025	Release of Request for Quote
January 29, 2025 10:30 AM	<b>MANDATORY</b> Pre-Bid Meeting held at City of Dahlonega Council Room at 465 Riley Road, Dahlonega, GA 30533
January 31, 2025 12:00 PM	Deadline for written questions to be submitted to Purchasing Agent
February 5, 2025 5:00 PM	Answers to written questions and all addenda posted on website: <a href="http://www.dahlonega.gov">www.dahlonega.gov</a>
<b>February 11, 2025 2:00 PM</b>	<b>Quotes due and quote opening (Sealed quotes will be accepted until time of opening. No quotes will be accepted after the due date and time.)</b>

### **1.3 Restriction of Communications**

From the issue date of this Request for Quote until a contractor is selected and the award is announced, Contractors are not allowed to communicate **for any reason** with any City staff or elected officials except 1) through the Purchasing Agent named herein, 2) at the Pre-Bid Meeting, if applicable or 3) as provided by existing work agreement(s). The City reserves the right to reject the submittal of any bidder violating this provision. The Contractor shall comply with all State and Federal laws, rules, and regulations.

### **1.4 Pre-Bid Meeting**

MANDATORY Pre-Bid meeting will be held January 29, 2025, at 10:30 AM EST. The location of the meeting will be the City Hall Council Room located at 465 Riley Road, Dahlonega, Georgia.

### **1.5 Questions & Addenda**

All questions concerning this quote must be submitted in writing (email is preferred but fax and mail may be used) to the Purchasing Agent no later than 12:00 PM EST on January 17, 2025, local time. The Inquiries must be directed to:

**Brittany Lee, Purchasing Agent**  
**City of Dahlonega**  
**465 Riley Road**  
**Dahlonega, Georgia 30533**  
**blee@dahlonega.gov**  
**Fax 706-864-4837**

No response to inquiries other than written will be binding upon the City. The City of Dahlonega reserves the right to issue written addenda to any inquiries that alter the scope of the Request for Quote. Addenda shall be posted to the city website [www.dahlonega.gov](http://www.dahlonega.gov), no later than January 31, 2025, no later than 5:00 PM EST. Bidders are advised to check the website for addenda before submitting their bids.

### **1.6 Submission of Quotes**

Only sealed quotes will be accepted. One (1) original and one (1) copy of the complete signed submittal must be received no later than February 11, 2025, at 2:00 PM to the City of Dahlonega Purchasing Department, 465 Riley Rd. Dahlonega, GA 30533. Bids must be submitted in a sealed envelope stating on the outside, the vendor's name and address, and marked as **"REQUEST FOR QUOTE ANNUAL ASPHALT PATCHING AND LEVELING PROJECT #2025-003"**

## **2.0 SCOPE OF SERVICES**

The scope of this project is to furnish asphalt and labor with all other items incidental to this work such as hauling, waste removal, compaction, tack, and all other required items to perform Tasks 1-4 described herein and in accordance with current GDOT specifications. All incidental items not expressly described in the task description shall be included in one of the unit prices for that particular task. For each service requested by the City, a minimum of 10 total tons of asphalt will be used.

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

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

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

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

All traffic control shall be in accordance with the MUTCD and the GDOT Specifications 2021 Edition. All flaggers shall be appropriately certified.

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

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

### **3.0 AWARD**

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

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

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

#### **4.0    OTHER**

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

# QUOTE SUBMITTAL PACKET

**VENDORS CHECKLIST  
ANNUAL ASPHALT PATCHING AND  
LEVELING ON VARIOUS CITY STREETS  
PROJECT #2025-003**

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

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

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

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

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

**Bidder Information**

(Type or Print)

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

\_\_\_\_\_  
Address

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

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

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

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

OR

**Name and Mailing Address**

(Where to Send Payment)

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

\_\_\_\_\_  
Address

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

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

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

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

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

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

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

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

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

**PRICE PROPOSAL  
ANNUAL ASPHALT PATCHING AND  
LEVELING ON VARIOUS CITY STREETS  
RFQ #2025-003**

**TASK #1**

LINE #	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE (\$)	Total Price (\$)
0005	150-1000 Traffic Control (Each Work Location)	10	EA		
0010	402-3101 RECYCLED ASPH CONC 9.5 MM SUPERPAVE, TYPE I, BLEND 1, INCL BITUM MATL & H LIME	600	TN		
0015	402-3130 RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	600	TN		
0020	Tack Coat	500	GAL		
<b>TOTAL BID</b>					

**TASK #1:**

This task consists of overlay in accordance with current GDOT specifications of 1.5 inches, 2.0 inches or 2.5 inches of recycled asphaltic concrete, Superpave 9.5mm or 12.5mm as determined by city staff. This shall include any and all required preparation including sweeping or cleaning, clipping shoulders when directed by city staff, etc. Quantities will generally range from a minimum of 10 tons to a maximum of 60 tons per location.

**PRICE PROPOSAL  
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RFQ #2025-003**

**TASK #2**

<b>LINE NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>ESTIMATED QUANTITY</b>	<b>UNITS</b>	<b>UNIT PRICE (\$)</b>	<b>Total Price (\$)</b>
0005	402-3130 RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	20	TN		
<b>TOTAL BID</b>					

**TASK #2:**

This task shall consist of utility patching that the City staff has prepared. These areas will vary in size and shape and will have GAB flush with the top of existing asphalt previously installed by city crews. The contractor shall remove existing GAB to a depth of 4 inches, compact the remaining GAB, and place 4 inches of compacted 12.5 MM Superpave asphalt in accordance with GDOT standards. The per ton price of asphalt shall include traffic control, tack and excavation.



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**TASK #3**

<b>LINE NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>ESTIMATED QUANTITY</b>	<b>UNITS</b>	<b>UNIT PRICE (\$)</b>	<b>Total Price (\$)</b>
0005	150-1000 Traffic Control (each location)	10	EA		
0010	Graded Aggregate Base Course Incl Matl	600	TN		
0015	402-3130 RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	400	TN		
0020	TACK COAT	200	GAL		
<b>TOTAL BID</b>					

**TASK #3:**

This task shall consist of full depth road construction that usually varies from 100 Square feet to 3000 Square feet. The areas determined by city staff shall be excavated to a depth around 10 inches or appropriate to match existing street and material removal. The contractor shall compact subgrade, add 6 inches of compacted GAB and 4 inches of 12.5 MM Superpave asphalt to the area. Any excavation needed shall be included in the price of per ton of asphalt.

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**TASK #4**

LINE NUMBER	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE (DOLLARS/CENTS)	Total Price (\$)
0005	150-1000 Traffic Control (each location)	10	EA		
0010	402-3130 RECYCLED ASPH CONC 12.5MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL AND H LIME	300	TN		
413-0750	Tack Coat	100	GAL		
<b>TOTAL BID</b>					

**TASK #4:**

Random placement of 12.5 mm Superpave at locations described by the city that range from 100 square feet to 3000 square feet. No GAB required. Asphalt per ton shall include saw cuts along edge of road (if needed) and minimal excavation of roadway shoulders. All asphalt work shall be in accordance with the GDOT specifications.

**PRICE PROPOSAL  
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RFQ #2025-003**

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

By signing below, I guarantee these prices will not change and will be valid for the remainder of the fiscal year 2025 budget year (Contract Execution Date– September 30, 2025). The City of Dahlonaga does not guarantee any minimum or maximum quantities of tons to be placed.

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

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

\_\_\_\_\_  
Title

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

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

**VENDOR'S AFFIDAVIT OF NON-COLLUSION  
ANNUAL ASPHALT PATCHING AND  
LEVELING ON VARIOUS CITY STREETS  
RFQ #2025-003**

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

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

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

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

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

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

This affidavit is given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_

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

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

**ANNUAL ASPHALT PATCHING AND  
LEVELING ON VARIOUS CITY STREETS  
RFQ #2025-003**

**E-VERIFY AFFIDAVIT**

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

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

**Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of City of Dahlonega has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User ID Number

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

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

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

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

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

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

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

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

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