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Section 1: Cover Page

**City of Andersonville
Invitation to Bid
Emergency Standby Generator – Drinking Water System**

Project Title: SC20-IGA-AND-001/ City of Andersonville

Turn-Key Installation of Natural Gas Standby Generator and Automatic Transfer Switch for City Water System Backup

Issue Date: **August 19, 2025**

Bid Due Date: **5:00 PM, October 6, 2025**

Contact Information: **Teresa Owens**

City Clerk, City of Andersonville

229-924-2068

andersonville@bellsouth.net

Section 2: Invitation to Bid

The City of Andersonville is soliciting sealed bids for the purchase and installation of a natural gas emergency standby generator dedicated to the municipal drinking water system.

Bid Submissions:

All sealed bids must be received by the City of Andersonville no later than October 6, 2025 at 5:00 PM.

Bids will be publicly opened at 6:00 PM during the regular City Council meeting at 114 Church Street, Andersonville, GA 31711.

Right to Reject Bids:

The City of Andersonville reserves the right to reject any or all bids, to waive informalities or technicalities, and to accept the bid deemed most advantageous to the City.

Contact:

Teresa Owens, City Clerk

229-924-2068

andersonville@bellsouth.net

Project Timeline – Bid Number SC20-IGA-AND-001

Milestone	Date	Notes
Bid Packet Issued	August 20, 2025	Posted to city website and available at City Hall
Non-Mandatory Site Visit	10:00 AM September 12, 2025	Meet at well and chemical feed building; RSVP requested
Deadline for Written Questions	September 15, 2025	Submit via email to City Clerk
Bid Submission Deadline	5:00 PM October 6, 2025	Late bids will not be accepted
Bid Opening	6:00 PM October 6, 2025	Andersonville City Hall, open to public

Section 3: Bid Submission Instructions

- All bids must be submitted in a sealed envelope clearly marked with:

***Bid Number: SC20-IGA-AND-001
City of Andersonville
Emergency Standby Generator
Drinking Water System***

- Bids must be delivered in person or mailed to the following address:

***City of Andersonville
Attn: Teresa Owens, City Clerk
P.O. Box35
114 Church Street
Andersonville, GA 31711***

- Electronic or emailed submissions will not be accepted.
- Late or incomplete bids will not be considered.
- Required submission materials:
 - Completed Bid Response Forms (Section 9)
 - Proof of insurance (Section 5)
 - Technical certifications
 - Bid Attachments (Section 10)

Section 4: Project Overview & Scope of Work

The City of Andersonville is seeking licensed electrical contractor in the State of Georgia to furnish and install a 30 kW natural gas emergency standby generator system to support the municipal drinking water infrastructure. The scope includes all labor, materials, equipment, permitting, and testing necessary for a turnkey installation for the following:

Generator:

One (1) new 30 kW standby-rated generator set, natural gas, 1800 RPM, liquid cooled, 120/208 V, 3-phase, 4-wire, 60 Hz, UL 2200 listed, Emissions Cert-SI, EPA Stationary, OCFR60, with the following features:

- Generator is sized to meet current peak demand with minimal capacity for growth.
- Generator is to be installed outdoors at location specified by Customer.
- U.S. EPA, Stationary Emergency Application
- Genset – Spark Ignition, NG/Propane/Dual, 60 Hz, 30 kW Standby Rating
- Duty Rating – Standby Power
- Cert – Seismic, IBC2000/2003/2006, Ss=3.41g (rooftop)
- OSHPD Seismic Cert, Sds=2.28g
- Fuel System – Natural Gas
- Enclosure – Steel, Sound Attenuated, Level 2 with exhaust system and critical silencer
- Voltage – 120/208 V, 3 Phase, Wye, 4 Wire
- Alternator – 60 Hz, 12 Lead, Upper Broad Range, 125°C
- Circuit Breaker – 100 A, 3-pole, 240 V, Thermo-Magnetic, UL
- Skid Base – Housing Ready
- Engine Cooling – High Ambient Air Temperature
- Coolant Heater – 120V AC, Single Phase
- Engine Air Cleaner – Normal Duty
- Genset Warranty – Base, Standby 2 years / 400 hours
- Literature – English
- Rack – Battery
- Genset Starting Battery – 12VDC
- Clock – Exercise, External
- Extension – Oil Drain
- Common Parts Listing
- Fuel Strainer – Gaseous, ¾" NPT Inlet/Outlet
- Solenoid Valve – 12VDC, ¾" NPT Inlet/Outlet, 5 PSI
- Flexible Fuel Connection Kit – NG/LPV, ¾" (24" Length)

Transfer Switch:

One (1) new 200 Amp automatic transfer switch, 208 V, 3 Phase, 60 Hz, 3-pole, application utility to genset, UL 1008/CSA certification, with the following features:

- Electronic Control, 200 Amp
- Poles – 3
- UL 1008/CSA Certified
- Frequency – 60 Hz
- System – 3 Phase, 3 or 4 Wire
- Voltage – 208 VAC
- Cabinet – Type 1
- Warranty – Minimum of 1 Year Comprehensive

Installation to Include:

- Supply and installation of custom formed reinforced concrete foundation pad.
- Provide and install two (2) 4" steel bollards.
- Delivery and placement of new generator on foundation pad.
- Delivery, mounting, and wiring of new automatic transfer switch.
- Trench from new generator location to new transfer switch, as needed.
- Supply and installation of PVC conduit from generator to ATS.
- Wall penetrations for conduit, as needed.
- Installation of properly sized load conductors for generator power and controls.
- Supply and install new service disconnect before ATS.
- Modify, extend, and connect existing natural gas line to new generator.
- Factory-authorized startup and testing.
- Load bank testing to demonstrate the generator at the time of installation. (Two hour minimum)
- Customer orientation session.

Scope of Electrical Work:

- Furnish and install one (1) new 200 A, 3-phase breaker and enclosure to serve as the building's main service breaker, fed from the utility service.
- Install new conduit and wiring from existing utility C/T cabinet to new 200 A breaker.
- Install plywood and steel channel supports for new ATS.
- Install conduit and wiring from new 200 A breaker to new 200 A automatic transfer switch.
- Install conduit and wiring from ATS to existing main service breaker panel and make electrical connections.
- Install conduit and wiring from ATS to exterior generator location and complete all connections.

All work must comply with applicable local, state, and federal codes. Contractor is responsible for coordinating inspections and ensuring all required permits are obtained prior to installation.

Section 5: Insurance & Compliance Requirements

Vendors must provide:

- General Liability: \$1,000,000 minimum
- Workers' Compensation: Statutory limits
- Auto Liability: \$500,000 minimum

Certificates of insurance must name the City of Andersonville as additional insured and be submitted with the bid.

Effective July 1, 2008, the **Georgia Security and Immigration Compliance Act (SB 529, Section 2)** requires that all contractors and subcontractors performing work under a public contract must sign an affidavit affirming participation in the federal **E-Verify Program**. E-Verify is a no-cost system operated by the U.S. Department of Homeland Security to verify employment eligibility.

Affidavits related to E-Verify participation are included in the Required Documents section of this solicitation.

Contractors may access the following resources:

- E-Verify Program: <https://www.uscis.gov/e-verify>
- M-274 Handbook for Employers: <https://dol.georgia.gov> (search "M-274")

Additionally, pursuant to **O.C.G.A. § 50-36-1**, Georgia counties must comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is used to verify that applicants for certain public benefits are legally present in the United States. Contracts with the City of Andersonville are considered public benefits under this statute.

Section 6 – Vendor Checklist

This checklist summarizes the required deliverables and installation tasks for the Emergency Standby Generator project. Vendors should use this list to confirm scope compliance prior to bid submission and during project execution.

Task Description	Required	Completed
Supply and install 30 kW natural gas generator	Yes	☐
Provide UL 2200 listing and EPA certification	Yes	☐
Install generator outdoors per site plan	Yes	☐
Provide sound-attenuated enclosure and critical silencer	Yes	☐
Supply and install 200 Amp automatic transfer switch	Yes	☐
Provide UL 1008/CSA certification for ATS	Yes	☐
Pour reinforced concrete foundation pad	Yes	☐
Install two (2) 4" steel bollards	Yes	☐
Trench and install conduit from generator to ATS	Yes	☐
Wall penetrations for conduit (as needed)	Yes	☐
Install load conductors and service disconnect	Yes	☐
Modify and connect natural gas line	Yes	☐
Perform factory-authorized startup and testing	Yes	☐
Conduct load bank testing (2-hour minimum)	Yes	☐
Provide customer orientation session	Yes	☐
Install 200 A breaker and enclosure	Yes	☐
Complete all conduit and wiring connections	Yes	☐

Instructions for Use:

- Vendors may submit this checklist with their proposal as a confirmation of scope understanding.
- The City may use this checklist during installation to verify completion of each task.
- Final payment may be contingent upon completion of all listed items.

Section 7: Required Attachments and Forms

All bidders must submit the following completed forms as part of their response. These documents are provided in Attachment A-I and are considered mandatory for bid compliance unless otherwise noted. Failure to submit required forms may result in disqualification.

Attachment A-I includes:

Mandatory for All Bidders:

- **Contractor E-Verify Affidavit (Georgia Security and Immigration Compliance Act, SB 529)**
- **Subcontractor E-Verify Affidavit (if applicable)**
- **Affidavit Verifying Status for Public Benefit Application (O.C.G.A. § 50-36-1, SAVE Program)**
- **Vendor Information Form**
- **Bid Response Form**
- **Acknowledgment of Addenda (if issued)**
- **Non-Collusion Affidavit**
- **Conflict of Interest Disclosure**

Required Only from Awarded Vendor:

- **Insurance Certification Form**
Note: All bidders must sign the insurance acknowledgment included in the Bid Response Form, affirming ability to meet insurance requirements outlined in Section 6 if awarded.

Section 8: Evaluation Rubric

Criteria	Weight	Scoring Guide
Technical Compliance	25%	Meets or exceeds all equipment and installation specifications
Experience & References	20%	Demonstrated success with similar municipal or utility projects
Cost Competitiveness	20%	Clear, itemized pricing; overall value for scope of work
Project Timeline	15%	Realistic and efficient schedule aligned with city needs
Warranty & Support	10%	Quality of warranty terms; availability of post-installation support
Completeness of Proposal	10%	All required documents and details included; proposal is clear and professional

Scoring Scale:

- 5 = Excellent
- 4 = Good
- 3 = Acceptable
- 2 = Fair
- 1 = Poor

ATTACHMENT A-1

(blank)

Required Attachments

City of Andersonville – Bid Submission Packet

Bid Number: SC20-IGA-AND-001 / City of Andersonville

This packet contains all required forms that must be completed, signed, and submitted as part of the vendor's bid submission. These forms are mandatory unless otherwise noted. Failure to submit any required form may result in disqualification.

Included Forms:

Form Title	Required From
Contractor E-Verify Affidavit	All Bidders
Subcontractor E-Verify Affidavit (if applicable)	If Applicable
Affidavit Verifying Status for Public Benefit Application (SAVE)	All Bidders
Vendor Information Form	All Bidders
Bid Submission Form	All Bidders
Insurance Acknowledgment Statement	All Bidders
Insurance Certificate & Endorsements	Awarded Vendor
Non-Collusion Affidavit	All Bidders
Conflict of Interest Disclosure	All Bidders

All forms are provided in fillable format. Vendors are responsible for ensuring all fields are completed accurately and all required signatures and notarizations are included where applicable.

Instructions:

- Submit completed forms electronically or in hard copy as specified in the Procurement Guidelines.
- Retain a copy of this packet for your records.
- Questions regarding form completion may be directed to the City Clerk's Office prior to the submission deadline.

Contractor E-Verify Affidavit

Georgia Security and Immigration Compliance Act – O.C.G.A. § 13-10-91(b)(1)

Project Title: _____

Reference Number (if applicable): _____

Contractor Name: _____

Business Address: _____

Federal Employer Identification Number (FEIN): _____

I, the undersigned, being duly authorized to act on behalf of the above-named contractor, hereby affirm that:

1. The contractor has registered with and is participating in the federal work authorization program known as **E-Verify**, operated by the U.S. Department of Homeland Security in conjunction with the Social Security Administration, in accordance with O.C.G.A. § 13-10-91.
2. The contractor will continue to use E-Verify throughout the duration of any contract awarded pursuant to this solicitation.
3. The contractor's E-Verify user identification number is: _____
The date of authorization is: _____

This affidavit is provided to comply with Georgia law and must be submitted with the bid response.

Authorized Representative:

Authorized Representative:

Printed Name: _____

Signature: _____

Title: _____ Date: _____

Notary Public:

Subscribed and sworn before me on this _____ day of _____, 20

Notary Public Signature: _____

My Commission Expires: _____

[Seal]

Subcontractor E-Verify Affidavit

O.C.G.A. § 13-10-91 – Compliance with Federal Work Authorization Program

Project Title: _____

Reference Number: _____

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 engaged in the physical performance of services under a contract with:

Prime Contractor: _____

on behalf of:

Contracting Entity (City of Andersonville): _____

has registered with and is participating in a federal work authorization program* in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

Federal Work Authorization Program User ID Number: _____

Date of Authorization: _____

Authorized Representative:

Printed Name: _____

Signature: _____

Title: _____ **Date:** _____

Subcontractor Business Name: _____

Business Address: _____

Notary Public:

Subscribed and sworn before me on this ____ day of _____, 20__

Notary Public Signature: _____

My Commission Expires: _____

[Seal]

* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the “EEV / Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Affidavit Verifying Status for Public Benefit Application

*Required under O.C.G.A. § 50-36-1 (SAVE Program)

Project Title: _____

Reference Number (if applicable): _____

Applicant Name (Business Entity or Individual): _____

Business Address: _____

Contact Person (if business entity): _____

Phone Number: _____ **Email:** _____

I, the undersigned, being duly authorized to act on behalf of the applicant named above, hereby affirm that:

1. I am legally authorized to execute this affidavit on behalf of the applicant.
2. The applicant is applying for a public benefit as defined in O.C.G.A. § 50-36-1, specifically a contract with the City of Andersonville.
3. The applicant is:
 - ☐ A United States citizen
 - ☐ A legal permanent resident of the United States
 - ☐ A qualified alien or nonimmigrant under the Federal Immigration and Nationality Act
4. The applicant's secure and verifiable document provided with this affidavit is:

(e.g., Georgia driver's license, U.S. passport, Permanent Resident Card)

This affidavit is provided to comply with Georgia law and must be submitted with the bid response.

Authorized Representative:

Printed Name: _____

Signature: _____

Title: _____ Date: _____

Notary Public:

Subscribed and sworn before me on this ____ day of _____, 20____

Notary Public Signature: _____

My Commission Expires: _____

[Seal]

Vendor Information Form

Bid Number: SC20-IGA-AND-001 / City of Andersonville

Vendor Details

- **Legal Business Name:** _____
- **Operating Name (if different):** _____
- **Business Type:**
☐ Corporation ☐ LLC ☐ Sole Proprietor ☐ Partnership ☐ Other:

- **Federal Employer Identification Number (FEIN):** _____
- **Business License Number:** _____
- **State of Incorporation or Registration:** _____

Contact Information

- **Primary Contact Name:** _____
- **Title/Role:** _____
- **Phone Number:** _____
- **Email Address:** _____

Business Address

- **Physical Address:**

- **Mailing Address (if different):**

Authorized Signature: _____

Authorized Representative:

Printed Name: _____

Signature: _____

Title: _____ Date: _____

Bid Submission Form

Bid Number: SC20-IGA-AND-001/ City of Andersonville

Vendor Name: _____

Business Address: _____

Contact Person: _____

Phone Number: _____ **Email:** _____

Bid Pricing

Item Description	Quantity	Unit Price	Extended Price
			insert
			insert
			Insert
			Insert
			insert

Total Bid Amount: \$ _____

Delivery & Warranty

Proposed Delivery Timeline: _____

Warranty Terms (if applicable): _____

Acknowledgments

- ☐ Vendor acknowledges receipt of all addenda issued for this solicitation.
- ☐ Vendor affirms ability to meet insurance requirements outlined in Section 6 if awarded.
- ☐ Vendor certifies that bid pricing is valid for a minimum of 60 days from submission date.
- ☐ Vendor affirms that all required forms in Attachment A-I are completed and submitted.

Authorized Signature

Printed Name: _____

Signature: _____

Title: _____ **Date:** _____

Insurance Acknowledgment Statement

SC20-IGA-AND-001 / City of Andersonville

Vendor Name: _____

Business Address: _____

I, the undersigned, affirm that:

1. I have reviewed the insurance requirements outlined in **Procurement Guidelines – Section 5**
2. If awarded the contract, the vendor named above will provide all required insurance documentation, including certificates and endorsements, prior to contract execution.
3. I understand that failure to provide compliant insurance documentation may result in forfeiture of award.

Authorized Representative:

Printed Name: _____

Signature: _____

Title: _____ Date: _____

Non-Collusion Affidavit

SC20-IGA-AND-001 / City of Andersonville

Vendor Name: _____

Business Address: _____

I, the undersigned, being duly authorized to act on behalf of the vendor named above, hereby certify that:

1. This bid submission is made independently and without collusion, consultation, communication, or agreement with any other vendor or competitor.
2. No attempt has been made to induce any other person or entity to submit or not submit a bid for the purpose of restricting competition.
3. The vendor has not directly or indirectly disclosed its bid pricing or terms to any other bidder prior to official opening.

Authorized Representative:

Printed Name: _____

Signature: _____

Title: _____ Date: _____

Notary Public:

Subscribed and sworn before me on this ____ day of _____, **20**__

Notary Public Signature: _____

My Commission Expires: _____

[Seal]

Conflict of Interest Disclosure

SC20-IGA-AND-001 / City of Andersonville

Vendor Name: _____

Business Address: _____

I, the undersigned, being duly authorized to act on behalf of the vendor named above, hereby affirm the following:

1. To the best of my knowledge, no officer, employee, or elected official of the City of Andersonville has any direct or indirect financial interest in the vendor's business, nor will benefit personally from the award of this contract.
2. I further affirm that no family member, business associate, or affiliate of any city official or employee has a financial interest in this bid submission.
3. ☐ **No known conflicts exist.**
☐ **Potential conflict disclosed below:**

(If applicable, describe any known relationships or circumstances that may constitute a conflict of interest):

This disclosure is made in good faith and in compliance with applicable procurement ethics and transparency standards.

Authorized Representative:

Printed Name: _____

Signature: _____

Title: _____ Date: _____