



## SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

### CONCRETE AND ASPHALT CRUSHING

#### EVENT # 4309

- 4.0 The purpose of these specifications is to describe the requirements for crushing asphalt and concrete into suitable materials for the Streets Maintenance Department.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Sycamore Street lot, located on Sycamore Street off of the west end of May Street in the vicinity of MLK and Gwinnett Streets, Savannah, Georgia. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 **Scope of Work:** The contractor shall provide all materials, labor, tools, equipment, supervision, utilities, insurance, and consumables to complete the project. The work shall be performed in accordance with the following specifications and shall include but not be limited to the following.
- 4.1.1 The contractor shall render approximately 5,000 tons of concrete and approximately 2,500 tons of asphalt into suitable material for street maintenance and establish concrete and asphalt stock piles on-site. **All materials must be crushed to one and a half inches (1- ½") or less in size.**
- 4.1.2 Unit prices shall include any associated costs such as mobilization, hauling or any other associated costs.
- 4.1.3 The contractor must be able to provide accurate weight of crushed materials.
- 4.2 All processes will take place on the Sycamore Street lot located off of the west end of May Street in the vicinity of MLK and Gwinnett Streets. All material is currently located on the Sycamore lot.
- 4.3 Materials may be viewed during the on-site pre-bid meeting or by appointment. To schedule an appointment please contact Mr. Chris Carroll at (912)651-6571 office or (912)663-3696 cell during normal business hours. All visits to view materials must be completed by the close of the question and answer period date.
- 4.4 **Qualifications/References:** The vendor must be able to demonstrate the successful completion of projects with a similar scope of work and shall supply a minimum of three references on the reference form provided in this document in order to be considered. See Attachment 1. Attachment 1 must be submitted with a response in order for the response to be considered.

## 5.0 General Specifications

- 5.1 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein. The City reserves the right to split the award if deemed to be in its best interest. The City also reserves the right to award to a primary and secondary vendor if deemed advantageous. In the event the contract is awarded to a primary and secondary vendor, the secondary vendor will be utilized when the primary vendor is unable to fulfill the contract requirements within the specified time.
- 5.2 **Annual Contract:** This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This contract may be extended for three (3) additional one (1) year periods at the same terms and conditions upon mutual agreement of the contracting parties.
- 5.3 The bid response must include the following documents in this order:
- Bid Proposal Form (as a cover sheet)
  - Exception Sheet
  - Non-Discrimination Statement
  - Proposed Schedule of MWBE Participation
  - Other submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

- 5.4 Bids may be submitted manually to the address listed in the bid documents or electronically via the supplier portal in sufficient time to ensure receipt by the Purchasing Department on or before 1:30 P.M. on the date specified in the web page listing for this event. Requested documentation may be attached to the bidder's response. A supplier guide for assistance in submitting responses can be found by clicking on the Important Documents tab of the Purchasing SavEPro webpage at: <http://www.savannahga.gov/index.aspx?NID=591>
- 5.5 Original invoices should be sent to:
- City of Savannah  
P.O. Box 1027  
Savannah, GA 31402
- 5.6 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in connection with this event must be acknowledged in the bidder's response in order for the bid to be considered.
- 5.7 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

## 6.0 Insurance Requirements

### Commercial General Liability

Liability insurance shall be provided on an "occurrence" basis

The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder.

Required endorsements:

Waiver of Subrogation in favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

Primary limits shall be:

General Aggregate:	\$2,000,000
Products Completed Operations Aggregate:	\$2,000,000
Each Occurrence Limit:	\$1,000,000
Personal Injury Limit:	\$1,000,000

Damage To Premises

Rented To You	\$1,000,000	Any One Event
Medical Expenses	\$ 5,000	Any One Person

#### Automobile

The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder

Required endorsements:

Waiver of Subrogation in favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

\$1,000,000 limit

#### Workers Compensation

The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder.

Include all coverage required by law

Employer's liability

\$500,000 each accident

\$500,000 each employee (disease)

\$500,000 policy limit (disease)

Required endorsements:

Waiver of Subrogation in favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

#### **Other Items Required**

No exclusions for subcontractors. The City recommends the contractor obtain certificates of insurance from sub-consultants, however, the contractor will ultimately be responsible for any gap in coverage or lack thereof.

All insurance carriers in the policy/Certificate of Insurance (COI) are required to have an AM Best Rating of A-, IX or better.

The City of Savannah is not responsible for any of the property used in or owned by consultant.

All deductibles in the coverage are the responsibility of named insured on policy.

Any modifications to specifications must be approved by the City.

#### 7.0 Bonding: (Check where applicable)

(A) Each bidder shall post a bid bond, certified check or money order made payable to the City in the amount of 5% of the bid price. A company check is not acceptable. No bids shall be read or considered without a proper form of security.

(B) No bond, certified check, or U.S. Money Order is required.

(C) Bidder shall post a payment / performance bond, certified check or money order payable to the City in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet requirements of the contract including timely delivery, performance specifications and warranty requirements. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.

[ ] (D) Bidder shall post a performance bond, certified check or money order in the amount of % of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee of timely delivery and that equipment, materials and /or goods are delivered according to specifications.

Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia, approved by the City, and must be executed on the attached forms. At the discretion of the City, other forms of security may be considered in lieu of a performance bond.

**EXCEPTION SHEET**

**EVENT # 4309**

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)  
(SUBMIT A MINIMUM OF TWO COPIES)

City of Savannah Purchasing Dept  
3rd Floor, City Hall  
P. O. Box 1027  
Savannah, Georgia 31402  
ATTN: Purchasing Director

BID NUMBER: 4309

Business Location: (Check One)  
 Chatham County  
 City of Savannah  
 Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED A CONTRACT. PLEASE REGISTER AT [WWW.SAVANNAHGA.GOV](http://WWW.SAVANNAHGA.GOV). ALL MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THE BID PROPOSAL FORM CONTAINED IN THESE SPECIFICATIONS TO BE CONSIDERED.**

Name of Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE) YES: \_\_\_\_\_ NO: \_\_\_\_\_

FROM WHAT CITY/COUNTY \_\_\_\_\_  
TAX CERTIFICATE #: \_\_\_\_\_ FED TAX ID #: \_\_\_\_\_

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY): CHECK ONE:  CORPORATION  PARTNERSHIP  
 INDIVIDUAL  OTHER (SPECIFY: \_\_\_\_\_)

INDICATE OWNERSHIP STATUS OF BIDDER (CHECK ONE):

NON-MINORITY OWNED  ASIAN AMERICAN  
 AFRICAN AMERICAN  AMERICAN INDIAN  
 HISPANIC  OTHER MINORITY (describe) \_\_\_\_\_  
 WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please complete the attached schedule of MWBE participation. Also complete the schedule if you will be using any MWBE suppliers.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS:

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	CRUSH AND STOCKPILE <b>CONCRETE</b> LOCATED AT SYCAMORE LOT – per specifications	5,000 Tons	\$ per ton	
2	CRUSH AND STOCKPILE <b>ASPHALT</b> LOCATED AT SYCAMORE LOT – per specifications	2,500 Tons	\$ per ton	

TOTAL BID \$ \_\_\_\_\_

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

\_\_\_ Less \_\_\_ % \_\_\_ Days Prompt Payment Discount (if offered) (\_\_\_\_\_)

\_\_\_ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$ \_\_\_\_\_  
=====

CAN YOU MEET THE INSURANCE REQUIREMENTS AS SPECIFIED? \_\_Yes \_\_ No

**CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:**

ADDENDUM \_\_\_\_\_ #

DATE \_\_\_\_\_

I certify this Bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

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

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

## NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

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**Signature**

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**Title**



## PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has **not** been certified is **not** qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: \_\_\_\_\_ Event No. 4309

Project Title: \_\_\_\_\_

**NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.**

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			

MBE Participation Value: \_\_\_\_\_ %      WBE Participation Value: \_\_\_\_\_ %      M/WBE Participation Value: \_\_\_\_\_ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, **conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.** The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

### Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website at [www.savannahga.gov](http://www.savannahga.gov).*

## Developing a Strong M/WBE Participation Plan

### *Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:*

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either **minority**-owned and controlled or **woman**-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved **prior** to the due date of this bid. A firm that has submitted an application for certification but has **not** been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the M/WBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.

**ATTACHMENT 1**

**REFERENCES**

**This form must be submitted in order for the bid to be considered, per Section 4.4.**

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

Contact: \_\_\_\_\_

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

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

Contact: \_\_\_\_\_

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

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

Contact: \_\_\_\_\_

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

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

Contact: \_\_\_\_\_

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

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

Contact: \_\_\_\_\_

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

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

Contact: \_\_\_\_\_

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

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

Contact: \_\_\_\_\_

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