



EVENT # 3283

SANITATION CURBSIDE CALENDAR PACKET

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 Beginning December 2017, the City of Savannah will distribute the 2018 Sanitation Schedule. The schedule will include a variety of information as it relates to sanitation services provided to City of Savannah customers. The curbside packet will be bagged (calendar day shown) with all insertable items. The bag will be attached with zip ties to either the resident's recycling or residential refuse collection carts. This will be performed by City personnel.
- 4.1 The calendar schedule magnet, brochure, and folded letter will be inserted into plastic bags and grouped according to collection day (Monday, Tuesday, Wednesday, or Thursday) and delivered to the City of Savannah Recycling Center at 14 Interchange Court, Savannah, Georgia 31415. Each box must be labeled with quantity of packets per box prior to delivery.
- 4.2 **LETTER/MAGNET LITERATURE PACKET
INTRODUCTORY LETTER**
- 4.2.1 Quantity: 57,000 (*To be collated with MAGNET and inserted in plastic bag*)
- 4.2.2 Paper: 28# Bright White
- 4.2.3 Size: 8½ x 11 flat; folded to 8½ x 5½
- 4.2.4 Color: 2/0 Black plus PMS 555
- 4.2.5 Proof: 1-2 working days
- 4.2.6 Deliver time: 5-7 working days after approval of proof
- 4.2.7 Design: File available in MS Word
- 4.2.8 **The department is currently finalizing the 2018 sign off and editing of the letter and will provide it to the awarded vendor (See attached sample from previous year).**
- 4.3 MAGNET (Calendar/Schedule)
- 4.3.1 Quantity: 57,000 total
- 4.3.2 Design:
- a) Four (4) designs, according to collection day – Monday, Tuesday, Wednesday, and Thursday
 - b) To be inserted into plastic bag.
 - c) Monday – QTY 16,500
 - d) Tuesday – QTY 12,700
 - e) Wednesday – QTY 12,500

f) Thursday – QTY 15,300

- 4.3.3 Size: 8½ x 5½ (square corners)
- 4.3.4 Ink: 4-color Process, with bleeds
- 4.3.5 Magnet: 20 mil magnet material thickness
- 4.3.6 Proof: Pre-production proof required within 1-3 working days
- 4.3.7 Production: Time allotted is 10 working days after approval of proof
- 4.3.8 Shipping: 2-3 shipping days ground (to be included in unit price or hand delivered)
- 4.3.9 Design: File available in PDF

4.4 BAGS & INSERTION

- 4.4.1 Quantity: 57,000
- 4.4.2 Bag size: 7.5 x 12 clear plastic bags with ¾” round hole
- 4.4.3 Hole: Round hole is 1½” from top opening edge and 2¾” from right and left sides of .bag
- 4.4.4 Color: 1 color (PMS 555) customized printing
- 4.4.5 Design: Artwork will be provided in MS Word and/or PDF. Delivery should coincide with magnet delivery.
- 4.4.6 Insertion: The 2018 schedule magnet and introductory letter should be collated, inserted into plastic bags, grouped according to collection day (Monday, Tuesday, Wednesday, Thursday), and delivered to the Sanitation Recycling Center.
- 4.4.7 Production: 5-7 working days

4.5 ZIP TIES – To be able to attach the bags to the handle of the containers. Act Fastening Solutions Tie-Wraps. Fifty (50) pound tensile strength, Temperature (or approved equal).

- 4.5.0 Quantity: 57,000
- 4.5.1 Color: Black
- 4.5.2 Size: Length – 8”/192.07mm
- 4.5.3 Strap Width: 180”/4.572mm
- 4.5.4 Material: UV Black Nylon 6/6 and Natural Nylon 6/6
- 4.5.5 Mil-Spec: MS3367-1-0
- 4.5.6 Part #: AL-07-50-0-C, AL-07-50-0-C

4.6 **SANITATION SERVICES BROCHURES**

- 4.6.0 Quantity 57,000
- 4.6.1 Size 8 ½ x 11 flat; bi-folded 8 ½ x 5 ½
- 4.6.2 Design File available in MS Word and/or PDF

5.0 The City of Savannah shall obtain ownership of the final artwork to use and distribute as they see fit. Final artwork files are to be provided to the City at time of payment

6.0 **General Specifications**

6.1 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 M/WBE Participation
- Other requested submittals as stated

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

6.2.1 This is an annual contract. Prices shall remain firm for one year from date of award of contract. The City reserves the right to renew this contract for up to four (4) additional twelve (12) month period if all parties so agree.

6.3 Original invoices should be sent to: City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, GA 31402

6.4 All vendors are responsible for determining and acknowledging any addenda issued in connection with this bid solicitation.

6.5 To be awarded a bid, bidders must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

EXCEPTION SHEET

Bid #3283

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

EVENT NUMBER: 3283

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

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE.
PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

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
 WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes _____ No _____

If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE 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.	Printing of Recycling Letters	57,000		
2.	Printing of Recycling Magnets	57,000		
3.	Printing of Bags	57,000		
4.	Insertions	57,000		
5.	8" Bag Zip Ties	57,000		
6.	Sanitation Services Brochures	57,000		

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.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

Any M/WBE listed in this completed form must be certified by the City of Savannah and/or other certifying agency such as USDOT, GDOT, SBA 8(a) or GMSDC prior to the due date of this bid. Proof of M/WBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for M/WBE certification or an application for M/WBE certification under review 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.

Name of Proposer: _____ Event No. 3283

Project Title: _____

NOTE: Unless certified through the City of Savannah's MWBE Program, proof of MWBE certification must be attached to this completed form for all firms listed in the table below.

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	City Certified Y or N
					%		
					%		
					%		
					%		
					%		
					%		

MBE Participation Value: _____ % Women 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 of a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractors' subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

NOTE: 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 @ www.savannahga.gov.