

## SECTION 4

### SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS FOR EVENT# - 2831

- 4.0 The purpose of these specifications is to describe the requirements for directional boring within the City of Savannah Water and Sewer Service Area.

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.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, City Hall, third floor, 2 East Bay Street, Savannah, Georgia. This meeting will allow contractors to discuss the specifications and address any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 Specifications

- 4.2 Project Scope

Contractor will be required to provide required labor, equipment, materials, and services necessary to directionally drill the following:

- **200 linear feet of 16" Fusible C905 (pipe furnished by the City of Savannah and delivered to site - vendor shall be required to unload fuse pipe);**
- **200 linear feet of 12" Fusible C900 (pipe furnished by the City of Savannah and delivered to site - vendor shall be required to unload and fuse pipe);**
- **100 linear feet of 10" Fusible C900 (furnished by the City of Savannah and delivered to site - vendor shall be required to unload and fuse pipe);**
- **680 linear feet of 8" Fusible C900 (furnished by the City of Savannah and delivered to site - vendor shall be required to unload and fuse pipe);**
- **280 linear feet of 6" Fusible C900 (furnished by the City of Savannah and delivered to site - vendor shall be required to unload and fuse pipe);**
- **140 linear feet of 4" Fusible C900 (furnished by the City of Savannah and delivered to site - vendor shall be required to unload and fuse pipe);**
- **1,250 linear feet of 2" HDPE furnished by the City of Savannah and vendor will be required to fuse. Pricing will be labor charge only.**

- 4.3 The actual bore lengths can vary from job to job, so actual lengths will be decided by Water Distribution staff at the time of each job. Pricing shall be based on the total per linear foot unit prices established under this contract.

- 4.4 The piping will be in 40 or 45 foot lengths of Fusible C900 or C905 for the 4" to 16" diameter. Pipe shall be DR18 and either blue for potable water, green for wastewater, and purple for reclaimed/re-use water.

- 4.5 The owner shall meet with the vendor for location of the bore pits and owner shall then excavate bores pits and will provide traffic control measures.
- 4.6 The expected schedule and locations for the bores will be determined by Water Distribution staff. **The vendor shall submit their response time expected following a notice to proceed for this contract.**
- 4.7 The vendor must exercise reasonable care, as described in the Georgia Underground Facilities Protection Act, and shall take additional care to attempt to prevent damage to utility facilities and sewer laterals. Vendor shall be responsible to expose utilities (including private sewer laterals) in the bore path. The recommendations of the HDD consortium applicable to the performance of horizontal directional drilling as set out in the document 'Horizontal Directional Drilling Good Practice Guidelines,' latest edition.
- 4.8 The vendor shall be certified by Underground Solutions, Inc. for fusing of Fusible PVC® pipe or utilize Underground Solutions, Inc. to perform fusion.
- 4.9 The vendor shall have a minimum of five years experience with municipal water/sewer utilities installation through directional drilling and the installation of Fusible PVC® pipe.
- 5.0 Insurance Requirements
- 5.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

## 5.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

## 5.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employers liability limits:

- \$500,000 each accident
- \$500, 000 each employee (disease)
- \$500, 000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

## 5.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence  
\$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.



Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

#### 5.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A(minus), X, or better

Any modifications to specifications must be approved by the City

#### 6.0 General Specifications

##### 6.1 The bid response must include the following documents in this order

- Bid Proposal Form
- Non-Discrimination Statement
- Proposed Schedule of MWBE Participation
- Other requested submittals as stated

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

##### 6.2 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>

##### 6.3 Original invoices should be sent to:

City of Savannah  
P.O. Box 1027  
Savannah, GA 31402

##### 6.4 Vendor is responsible for determining and acknowledging any amendments issued in connection with this bid solicitation.

##### 6.5 To submit and be awarded a bid, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

6.6 This is an annual contract and prices are to be held firm for a period of one (1) year (Twelve (12) months). This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

6.7 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.

## 7.0 **Drug Screening**

### 7.1 Drug Screening Requirements

The Contractor shall not assign or refer any individual, (whether as a contract employee, independent contractor, or in any other capacity), to perform services in any public right of way or at any facility or property owned by the City of Savannah without that individual having completed drug screening in conformance with the Drug Free Workplace Act of 1988. The Contractor shall be responsible to ensure that each such drug screening is conducted in accordance with all applicable laws, including the Drug Free Workplace Act of 1988. Drug screening shall be accomplished by the Contractor at no additional cost to the City of Savannah.

### 7.2 Time of Certification

A Drug Free Workplace Certification shall be submitted to the City of Savannah Risk Management Department and the City of Savannah Purchasing Department prior to the

Contractor receiving final award of this contract. All drug screens shall be conducted professionally and in a manner designed to produce accurate and complete results. The Contractor shall certify in writing whether or not the employees he/she submits are eligible for task assignment to City of Savannah worksites, property and facilities. A contract employee's privilege to work at any City of Savannah property being granted is contingent upon an eligible certification from the Contractor.

### 7.3 Time of Drug Screening

The Drug screening shall have been completed not more than thirty (30) business days prior to the date that the Contractor submits the certification to the City of Savannah and is good for one (1) calendar year after this date. This certification shall be resubmitted upon any renewal(s) of the contract. The Contractor must also certify the existence of a random drug screening program for all employees engaged on City worksites. Additionally, the City of Savannah reserves the right to require the Contractor to drug screen any of his employees engaged on City of Savannah worksites at any time during the term of the contract when reasonable suspicion exists that an employee may be under the influence of drugs or alcohol. Drug screening shall be mandatory when the Contractor's employees are involved in accidents in which City property is damaged or injuries occur to any person on City of Savannah worksites. All contract employees involved in such accidents shall be immediately drug screened. Failure to comply with these requirements may result in the immediate termination of the remaining portion of the contract and or disbarment of the Contractor from participation in future contracts at the sole discretion of the City of Savannah.

### 7.4 Components of Drug Screening Requirements

The Contractor shall insure professional sample collection in an unobserved, controlled environment. See Attachment 1 for drug screening requirements. The levels of each screened drug are listed in Attachment 1. Samples that return test results in higher amounts than those shown for the listed drugs are considered positive. Contract employees that test positive will not be considered eligible for work at City of Savannah worksites, properties or facilities for the remainder of the contract term.

### 7.5 Form of Certification

To satisfy the requirements of this Section, the Contractor's certification shall be made by a duly authorized representative and agent of the Contractor; shall be substantially in the form of the sample certification attached as Appendix A; and shall be provided on the Contractor's letterhead.

### 7.6 Positive Results

In the event that the drug screen of the Contractor's employee indicates positive results, the Contractor shall promptly notify the City of Savannah Risk Management Department of the employee's ineligibility to work on City of Savannah worksites. The City of Savannah does not consider the Contractor's employees or agents that test positive for illegal drugs or alcohol to be eligible for task assignment on City of Savannah work sites. Contract employees who test positive shall not be allowed to work on City of Savannah worksites for the remainder of the contract term or a minimum of (6) six months. A second positive test for any contract employee on subsequent contracts shall result in permanent revocation of contract work privileges on City of Savannah property.

## 7.7 Records

For each employee or agent for whom the Contractor provides a Certification, the Contractor shall retain all reports, records, and documents the Contractor obtained or created as part of his effort to comply with this Section, (supporting records), for a period of one year from the date of the Certification. Upon request by the City of Savannah Risk Management Department, the Contractor shall make all such supporting records, whether in computerized format or otherwise, available for review by the City of Savannah for audit purposes, within five (5) business days of such request.



**EXCEPTION SHEET**

If the commodity(s) 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)**

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

EVENT NUMBER: 2831  
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  
 AFRICAN AMERICAN  
 HISPANIC  
 WOMAN (non-minority)  
 ASIAN AMERICAN  
 AMERICAN INDIAN  
 OTHER MINORITY (describe) \_\_\_\_\_

**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	BORING COST	TOTAL COST
1*	16" Fusible C905	200 linear ft	\$_____/ lf	
2*	12" Fusible C900	200 linear ft	\$_____/ lf	
3*	10" Fusible C900	100 linear ft	\$_____/ lf	
4*	8" Fusible C900	680 linear ft	\$_____/ lf	
5*	6" Fusible C900	280 linear ft	\$_____/ lf	
6*	4" Fusible C900	140 linear ft	\$_____/ lf	
7**	2" HDPE Pipe	1,250 linear ft	\$_____/ lf	
			Total:	

\* Fusible pipe shall be purchased and deliver to the site by the City. Vendor shall be required to unload and fuse pipe.

\*\* 2" diameter HDPE will be purchased and delivered to the sites by the City also. Fusing shall be required by vendor.

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 \$ \_\_\_\_\_  
=====

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: \_\_\_\_\_ DAYS

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 prime contractor / 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. 2831

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 @ [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 MWBE 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.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.