



CITY OF
Savannah
PURCHASING DEPARTMENT

EVENT #4335

**WASTEWATER CONVEYANCE (LIFT STATIONS)
OFF-ROAD DIESEL FUEL AND FUEL TANK MAINTENANCE**

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an annual contract to provide maintenance and repair services for stored off-road diesel fuel and fuel tanks strategically located throughout the City of Savannah Wastewater Conveyance Department area of responsibility.

To enter pricing manually, complete the attached bid proposal form. To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. If submitting electronically, submit the total amount for line item #4 as the materials cost (\$10,000) plus the percentage markup cost (ex. If your markup is 10% you would enter \$11,000 as your total markup cost). 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 Purchasing Office, City Hall, third floor, 2 East Bay Street, Savannah, Georgia 31401. 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 References

- | | | |
|-------|---------------|--|
| 4.1.1 | ASTM D975-02 | Standard Specification for Diesel Fuel Oils |
| 4.1.2 | ASTM D6469-11 | Microbial Contamination in Fuels and Fuel Systems |
| 4.1.3 | ASTM D4176-04 | Free Water and Particulate Contamination in Distillate Fuels |
| 4.1.4 | NFPA 110 | Standard for Emergency and Standby Power Systems |

4.2 Scope of Work

This contract shall encompass all labor, material, equipment, and services required to maintain the described diesel fuel and fuel tanks in a perpetual “ready-for-use” condition.

4.3 Services Required

The below-listed services shall be the minimum requirements of this contract.

- 4.3.1 Planned Maintenance (PM) Services. These services shall be designated as routine and shall be accomplished on a regularly scheduled basis. The successful bidder shall closely coordinate with the Wastewater Conveyance Maintenance Office periodically (minimum of semi-annually) to establish and/or revise the PM Schedule. The activities listed below shall represent the minimum requirements of a PM Service for each item (fuel tank) serviced:

- A. A visual inspection of the fuel tank, associated piping, and fuel delivery accessories (fuel gauge, filler cap, fume exhaust vents, foot valve, and etc.) for evidence of excessive deterioration (rusting), fuel leakage, physical damage, and non-

serviceability. All discrepancies shall be reported to the Wastewater Conveyance Maintenance Office in both verbal and written form.

- B. A “bottom sweep” of the fuel tank designed to remove any free water, algae, and sludge from the tank interior.
- C. Polish the fuel inside the tank to a final condition of being filtered to five (5) microns or better. The polishing process shall be accomplished in a manner in which the fuel in the tank is used as a washing agent to scrub the fuel tank interior surfaces in order to knock loose contaminating substances which may be clinging thereto so that they may be removed from the tank through the filtering process.
- D. Take a sample of the polished fuel in the bottom one-third (1/3), middle, and top one-third (1/3) of the actual fuel level in the tank. Refer to IAW ASTM D4176-04 Paragraph 4.1, Procedure 1 in order to verify that the fuel is acceptably polished. Additional polishing shall be performed as necessary until the “pass” conditions of ASTM D4176 are met or exceeded.

NOTE: The services/activities described above shall be accomplished in a manner that does not take the fuel system or associated equipment out-of-service for a time period greater than fifteen (15) minutes.

4.3.2 Fuel Tank and Associated Equipment Repairs

Repairs such as sensor, venting, and pipe replacement and/or repair shall be scheduled and accomplished on an “as requested” basis. All such repair services shall require a formal written estimate approval prior to the start of any work.

- a. This pricing shall be based upon actual labor (hourly), material/parts used, and fees required to affect the complete repair. Each system shall be identified and invoiced separately. Invoices shall include but not be limited to the following billable items:
 - 1. Parts and material required and used. Parts and material pricing shall be based upon a cost plus standard mark-up percentage. This standard mark-up percentage shall be submitted on the bid proposal form and shall remain firm for the life of the contract.
 - 2. Labor Rate. Bidders shall provide both a regular straight time and a premium overtime hourly labor rate. The straight-time hourly rate shall be based on the vendor’s normal hours of operation. Authorization to work and invoice at the premium overtime rate shall be solely at the discretion of the City of Savannah. Vendor’s normal hours of operation shall be listed on the bid proposal form.
 - 3. Fees. Fee costs incurred by the necessary requirements to accomplish the service shall be invoiced at the vendor’s actual cost **WITHOUT MARK-UP ADDED.**

4.4 Pricing Structure

The pricing structure for invoicing of the services under this contract shall be comprised of the three (3) major categories listed below. Prices shall be held firm for the life of the contract.

4.4.1 Routine Planned Maintenance (PM) Services. This pricing shall include all labor, material required, and waste disposal fees prorated on a “per gallon” basis for the number of gallons actually processed.

4.4.2 Mobilization Fees. A one-time mobilization fee to and from the vendor’s home base shall be assessed for each deployment regardless of how many sites and/or gallons of fuel are

polished during the work visit of vendor personnel. Expenses related to lodging and/or meals shall not be invoiced to the City of Savannah.

- 4.4.3 Equipment Repairs: Pricing as outlined in Section 4.3.2.
- 4.5 Determining the Number of Gallons Processed
Since the various storage tanks serviced under this contract will generally not be filled to capacity, the method of determining the amount of fuel actually processed shall be calculated by the method(s) listed in 4.7.4 prior to beginning the cleaning process.
- 4.6 Invoices
- 4.6.1 Original invoices for services rendered shall be submitted to the address listed below.
- City of Savannah
P.O. Box 1027
Savannah, GA 31402
- 4.6.2 An additional copy of all invoices shall be sent via email to DMiller01@Savannahga.gov for review of the Wastewater Conveyance Maintenance Superintendent prior to release for payment.
- 4.7 Additional Instructions
- 4.7.1 Since the City of Savannah infrastructure is always evolving, the locations, quantities, types, and physical locations of fuel storage systems serviced by this contract may change over time. The Wastewater Conveyance Department shall keep the contractor apprised of such changes as they occur.
- 4.7.2 Final coordination of PM Service scheduling shall be made between the Wastewater Conveyance Department and the successful bidder following contract award. Updates and/or revisions of this scheduling shall be closely coordinated as necessary.
- 4.7.3 In the event of a hurricane or other natural disaster, the City of Savannah will have special needs for the restoration of essential equipment systems to full operational status as quickly as possible. Each bidder shall commit to placing the needs of the City of Savannah in a high priority status during such events. **Each bidder shall submit their plan for response to this type of emergency as part of their bid proposal.** This plan shall address the following listed issues as a minimum.
- A. Capability to provide extra work crew(s) and equipment as augmentation to normal staffing.
 - B. Capability to respond to service requests within a greatly shortened timeframe.
 - C. Impact on service pricing for disaster related services. While it is expected that the normal pricing structure will apply for regular staffing, it is understood by the City of Savannah that the deployment of augmentation crews and equipment may require a different pricing structure. If applicable, such pricing structure adjustments shall be submitted as part of the bid proposal.
- 4.7.4 The method for determining the actual quantity of gallons to be processed at each tank shall be calculated by one (1) of the methods listed below.

A. Rectangular tanks: The depth (H) of the fuel level inside the tank shall be measured in feet. The inside width (W) of the tank shall be measured in feet. The inside length (L) of the tank shall be measured in feet. Using the measurements attained above, the number of gallons shall be calculated using the mathematical formulae below.

- 1) Cubic feet of fuel = $L \times H \times W$
- 2) Gallons of fuel = (Cubic feet of fuel) x 7.48

B. Cylindrical tanks: The depth of the fuel level inside the tank shall be measured in feet. The inside width of the tank shall be measured in feet. The inside length of the tank shall be measured in feet. Designate the measurements as follows:

- Fuel Depth = D
Inside Width of tank = W
Inside Length of tank = L
Standard mathematical function Pi = 3.14
Radius Squared = (W divided by 2) x (W divided by 2)

The number of gallons to be processed shall be calculated using the mathematical formulae listed below.

- 1) Cubic feet of fuel = (Radius squared) x (3.14) x D x L
- 2) Gallons of Fuel = (Cubic feet of fuel) x 7.48

4.8 Attachments

- 4.8.1 Lift Stations “Drive To” Instructions (Attachment 1)
- 4.8.2 Lift Stations Fuel Tank Approximate Capacities (Attachment 2)
- 4.8.3 ASTM D4176-04 (Reapproved 2009) (Attachment 3)

4.9 This is an annual contract and prices are to be held firm for a period of one (1) year (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.

4.10 Insurance Requirements

4.10.1 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

4.10.2 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

4.10.3 Workers Compensation

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

Minimum employer's 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

4.10.4 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

4.10.5 Pollution - \$ 1,000,000 Per Occurrence, \$2,000,000 Aggregate

4.10.6 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

5.0 General Conditions

5.1 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 submittals as stated

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

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

EXCEPTION SHEET

Event #4335

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)

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

EVENT NUMBER: 4335

Business Location: (Check One)

Chatham County
 City of Savannah
 Other

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

BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER 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 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	Planned Maintenance Cleaning	7,000 Gallons		
2	Mobilization Fee	1 Each		
3	Repair Labor Straight Time	100 Hours		
4	Repair Labor Overtime	100 Hours		
5	Repair Parts = \$10,000.00 + (\$10,000.00 x ____% Mark-Up)	1 Lot	N/A	

Please indicate your percent markup _____%

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

\$

=====

DO YOU HAVE THE REQUIRED INSURANCE? _____

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

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. _____

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)
					%			
					%			
					%			
					%			
0					%			
					%			

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.

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 included 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.