

EVENT NO. 6216

WORKSOURCE COASTAL

BULLOCH COUNTY JOB CENTER FURNITURE

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for furniture to be used at the WorkSource Coastal Job Center. **All furniture shall have a lifetime or extended warranty.**

To submit pricing electronically for this event, enter pricing for the total bid amount item shown under the lines tab on the event summary and attach your firm's completed bid proposal form outlining the brand, specifications, and price of each item. 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 WorkSource Coastal Office, 7216 Skidaway Road, Suite A, Savannah, Georgia 31406. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may rise with City staff. You are invited to attend.

The specifications below are from Lacasse; however, **an approved equal will be accepted.** The style of furniture should be modern and should be similar to the pieces shown in section 4.10 of this document.

4.1. **OFFICE 101**

- 4.1.1. Credenza, Dbl Pedestal, BF/BF, Lnr Pull (Int), Grommet on Back, Pencil Tray 20"(500MM)D x 72"(1800MM)W, or an approved equal
- 4.1.2. Desk, Sngl Ped, Left, Full-Ht. Mod. Pnl, Strt Front, B/F, Lnr Pull (Int), Pencil Tray 30"(750MM)D x 72"(1800MM)W, or an approved equal
- 4.1.3. Guest Chair with Arms, Soft Mesh Back, Upholstered Seat, Black Frame, 2-pack (DP option), or an approved equal
- 4.1.4. Metal vertical file, 4-high, 14 3/4"W, 28"D, 53 3/8"H, full pull, Anthracite lock, or an approved equal
- 4.1.5. Task Chair with Arms, Soft Mesh Back, or an approved equal

4.1 **OFFICE 102**

- 4.2.1. Desk, Sngl Ped, Left, Full-Ht. Mod. Pnl, Strt Front, B/F, Lnr Pull (Int), Pencil Tray 30"(750MM)D x 66"(1650MM)W, or an approved equal
- 4.2.2. Task Chair with Arms, Soft Mesh Back, or an approved equal
- 4.2.3. Desk, Sngl Ped, Right, Full-Ht. Mod. Pnl, Strt Front, B/F, Lnr Pull (Int), Pencil Tray 30"(750MM)D x 66"(1650MM)W, or an approved equal
- 4.2.4. Return, Executive, Left, 1 Ped, B/F, Lnr Pull (Int), Pencil Tray, Lock, 1 Grommet 20"(500MM)D x 42"(1050MM)W, or an approved equal
- 4.2.5. Pedestal, Hanging, B/F, Pencil Tray, w/Lock, Blk Lnr Hndl 17 1/2"(448MM)D x 15"(388MM)W x 19 1/4"(489MM)H, or an approved equal
- 4.2.6. Work Surface, Rectangular, Full-Ht Mod. Pnl, 1 Full-Width Leg, 1 Recessed Leg, 1 Grommet 20"(500MM)D x 36"(900MM)W, or an approved equal

- 4.2.7. Guest Chair with Arms, Soft Mesh Back, Upholstered Seat, Black Frame, 2-pack (DP option) , or an approved equal

## **4.2 OFFICES 103, 104, AND 105**

- 4.3.1. Desk, Sngl Ped, Left, Full-Ht. Mod. Pnl, Strt Front, B/F, Lnr Pull (Int), Pencil Tray 30"(750MM)D x 72"(1800MM)W, or an approved equal
- 4.3.2. Desk, Sngl Ped, Right, ull-Ht. Mod. Pnl, Strt Front, B/F, Lnr Pull (Int), Pencil Tray 30"(750MM)D x 72"(1800MM)W, or an approved equal
- 4.3.3. Return, Executive, Left, 1 Ped, B/F, Lnr Pull (Int), Pencil Tray, Lock, 1 Grommet 20"(500MM)D x 42"(1050MM)W, or an approved equal
- 4.3.4. Return, Executive, Right, 1 Ped, B/F, Lnr Pull (Int), Pencil Tray, Lock, 1 Grommet 20"(500MM)D x 42"(1050MM)W, or an approved equal
- 4.3.5. Task Chair with Arms, Soft Mesh Back Metal lateral file, 4-high, 36"W, 18"D, 53 3/8"H, full pull, Anthracite lock, or an approved equal
- 4.3.6. Bookcase, Open, 4 Adj. Shelves 14"(350MM)D x 36"(900MM)W x 73"(1834MM)H (office 105) , or an approved equal
- 4.3.7. Guest Chair with Arms, Soft Mesh Back, Upholstered Seat, Black Frame, 2-pack (DP option) (office 105), or an approved equal

## **4.3 OFFICE 106**

- 4.4.1. Desk, Sngl Ped, Right, Full-Ht. Mod. Pnl, Strt Front, B/F, Lnr Pull (Int), Pencil Tray 30"(750MM)D x 66" (1650MM)W, or an approved equal
- 4.4.2. Affinity – Task Chair with Arms, Soft Mesh Back, or an approved equal

## **4.4 BREAKROOM**

- 4.5.1. ROUND TOP - 1 1/2 inch laminate with smooth edge, 36"(900MM)W x 36"(900MM)D, or an approved equal
- 4.5.2. X-BASE - Silver Metal, or an approved equal
- 4.5.3. 4800 - Stacking Chairs, No Arms, Polypropylene Back and Seat, 4-pack, or an approved equal

## **4.5 CLASSROOM**

- 4.6.1. Stg. Unit, Dbl Drs, w/2 Lateral Files w/Lk, 2 Adj. Shlf, Blk Lnr Hndl 24"(600MM)D x 36"(900MM)W x 73"(1834MM)H, or an approved equal
- 4.6.2. Mobile Pedestal, or an approved equal
- 4.6.3. Cushions for mobile pedestals, or an approved equal
- 4.6.4. Work Surface, Rectangular, Full-Ht Mod. Pnl, 2 Full-Width Legs, 1 Grommet 24"(600MM)D x 48"(1200MM)W, or an approved equal
- 4.6.5. Task or Conference Chair, No Arms, or an approved equal
- 4.6.6. Mobile rectangular table, silver accent, 72"W x 24"D, or an approved equal
- 4.6.7. Guest Chair, No Arms, Casters, Soft Mesh Back (2-pack), or an approved equal
- 4.6.8. Bookcase Credenza - 1 inch laminate with smooth edge, w/4 Doors, Anodized Alum. Frame, Translucent; Insert, 72"(1800MM)W x 20"(500MM)D x 36"(914MM)H, or an approved equal
- 4.6.9. Lectern - Laminate, 24"(600MM)W x 18"(448MM)D x 47"(1177MM)H, or an approved equal

## **4.6 CONFERENCE ROOM**

- 4.7.1. ROUND TOP - 1 1/2 inch laminate with smooth edge, 60"(1500MM)W x 60"(1500MM)D, or an approved equal
- 4.7.2. ANGLED LEG-Silver Metal, or an approved equal
- 4.7.3. Task Chair with Arms, Soft Mesh Back, or an approved equal

## **4.7 WORKSOURCE LOBBY (RESOURCE ROOM)**

- 4.8.1. Surface, corner, curved front 120 degrees, 24"W x 36"D, TFL, grommet round black, or an approved equal
- 4.8.2. Support table pot, square, metallic silver, 2 1/2" diameter, or an approved equal
- 4.8.3. Work surface height powered receptacle, 2 power, 2 USB, or an approved equal

- 4.8.4. Privacy/Modesty Screen, 28W X 24H, or an approved equal
- 4.8.5. 1" TFL - reception desk w/transaction countertop, smooth edge, 43"HX72"WX36"D, or an approved equal
- 4.8.6. Front screen, translucent, 27-5/16"HX1/4"DX57"W, or an approved equal
- 4.8.7. Mobile pedestal, or an approved equal
- 4.8.8. Cushions for mobile pedestals, or an approved equal
- 4.8.9. Work Surface, Rectangular, Full-Ht Mod. Pnl, 2 Full-Width Legs, 1 Grommet 24"(600MM)D x 48"(1200MM)W, or an approved equal
- 4.8.10. Privacy Lat Screen, Translucent Acr, Silver Accent, 11Hx24W, or an approved equal
- 4.8.11. Bookcase, Open, 4 Adj. Shelves 14"(350MM)D x 36"(900MM)W x 73"(1834MM)H, or an approved equal
- 4.8.12. Affinity -Task Chair with Arms, Soft Mesh Back, or an approved equal
- 4.8.13. Task or Conference Chair, No Arms, or an approved equal
- 4.8.14. Guest Chair, No Arms, Casters, Soft Mesh Back (Balance), Poly Seat, Black Frame, 2-pack (DP option), or an approved equal
- 4.8.15. Table, Rect., 1", Electr. Adjust, Metal C-Base, Silver Accent, Std Control, 46W x 23D, or an approved equal
- 4.8.16. Work surface height powered receptacle, 1 power, 2 USB Guest Chairs with Arms, Wall-Saver Legs, 2-pack, or an approved equal
- 4.8.17. 1" TFL - Executive Return Shell, or an approved equal
- 4.8.18. BRYLEE - Guest Chairs with Arms, Wall-Saver Legs, 2-pack, or an approved equal
- 4.8.19. Tackboard, or an approved equal
- 4.8.20. 1" TFL - Lateral file unit w/pigeonholes-9, smooth edge, anodzd alum cubic hndl, 30"Hx20"D, 36"W, or an approved equal
- 4.8.21. Work Surface, Rectangular, Full-Ht Mod. Pnl, 2 Full-Width Legs, 1 Grommet 24"(600MM)D x 36"(900MM)W, or an approved equal
- 4.8.22. Cork Board Wall Frame with Brochure holder, 22'x28, or an approved equal
- 4.8.23. Stainless 48 Pocket Rotating Floor Standing Literature Rack, or an approved equal
- 4.8.24. Sliding Aluminum Track Melamine Surface Folding Movable Office Acoustic Room Divider 10' H x 25' W, or an approved equal

#### **4.9 OFFICES IN LOBBY**

- 4.9.1. Mobile Pedestals, or an approved equal
- 4.9.2. Cushions for mobile pedestals, or an approved equal
- 4.9.3. Work Surface, Rectangular, Full-Ht Mod. Pnl, 2 Full-Width Legs, 1 Grommet 24"(600MM)D x 48"(1200MM)W, or an approved equal
- 4.9.4. Freestyle - Task or Conference Chair, No Arms, or an approved equal
- 4.9.5. Brylee - Guest Chairs with Arms, Wall-Saver Legs, 2-pack, or an approved equal
- 4.9.6. Bookcase, Open, 4 Adj. Shelves 14"(350MM)D x 36"(900MM)W x 73"(1834MM)H, or an approved equal
- 4.9.7. 1" TFL – Single Lateral File Unit, or an approved equal
- 4.9.8. Panel, acoustical, non-powered, 64"H x 48"W, raceway with electrical access, or an approved equal
- 4.9.9. Panel, acoustical, non-powered, 64"H x 54"W, raceway with electrical access, or an approved equal
- 4.9.10. Finish post, three-way, 64"H, 180-degree connection; full-height application, painted metal, or an approved equal
- 4.9.11. Hardware for Fastening Panel to Furniture, 70H, or an approved equal
- 4.9.12. Panel, acoustical, non-powered, 64"H x 30"W, raceway with electrical access, or an approved equal
- 4.9.13. Panel, acoustical, non-powered, 64"H x 36"W, raceway with electrical access, or an approved equal
- 4.9.14. Off-module T-mount, 64"H, or an approved equal
- 4.9.15. Finish post, two-way, 64"H, 90-degree connection; full- height application, painted metal, or an approved equal

#### **4.10 LATERALS**

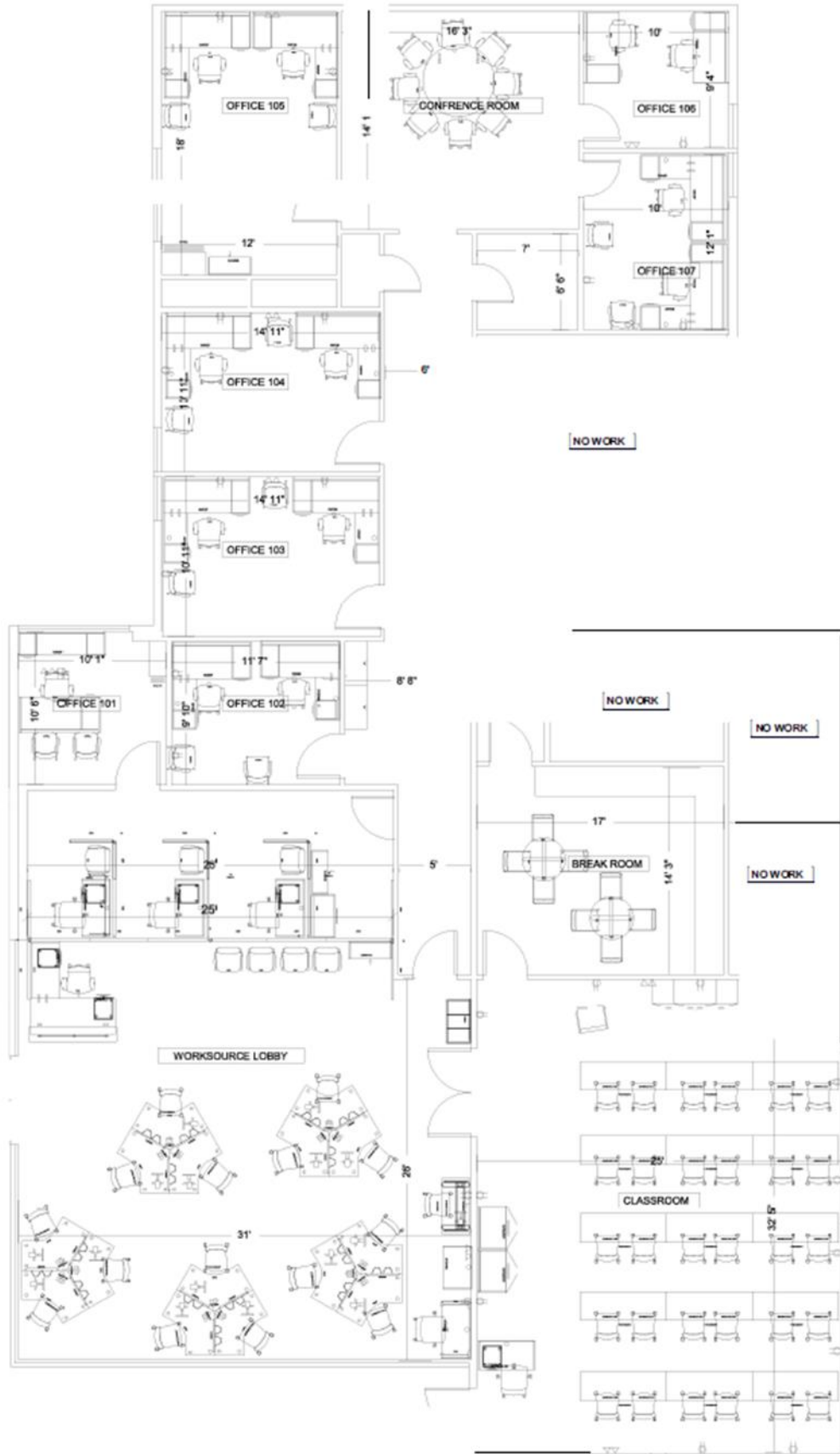
- 4.10.1. Lateral File-5 Drawer 36W, or an approved equal

Classroom

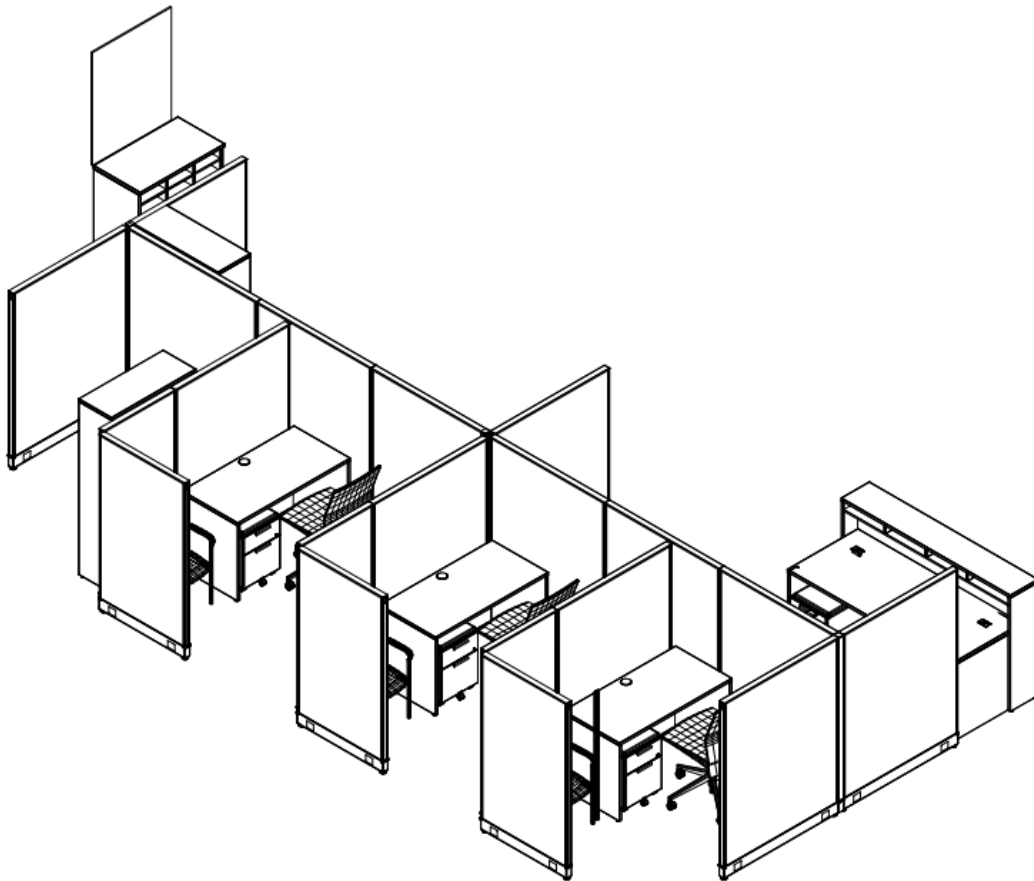


Computer Lab/Resource room





## LOBBY OFFICES



- 4.11. Earliest possible delivery and installation dates are requested.
- 4.12. This contract will be awarded to the vendor offering the lowest net price and the earliest possible delivery and installation dates to the City, and meeting or exceeding all specifications herein. The City reserves the right to split the award and/or award the bid in whole or in part if deemed to be in the City's best interest.

**4.13. Insurance Requirements**

**4.13.1. 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

**4.13.2. 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

**4.13.3. 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

#### 4.13.4. 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

#### 4.13.5. 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

### 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 DBE 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](http://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 # 6216

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  
1375 Chatham Parkway  
2<sup>nd</sup> floor  
Savannah, Georgia 31405  
ATTN: Purchasing Director

EVENT NUMBER: 6216

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.**

MANUALLY SUBMITTED 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 DBE participation. Also complete the schedule if you will be using any DBE suppliers.

### ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

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	41NN-F2072F - Credenza 4.1.1 per specification or an approved equal	1		
2	41NN-F3066S - Desk 4.1.2 per specification or an approved equal	1		
3	FT32-E3-Guest Chairs w/ arms (2-pack) 4.1.3 per specification or an approved equal	1		
4	RIDFA-281554VF4 - Vertical File 4.1.4 per specification or an approved equal	1		
5	VC13 - Task Chair 4.1.5 per specification or an approved equal	1		
6	41NN-F3066S – Desk(Left) 4.2.1 per specification or an approved equal	1		
7	VC13 - Task Chair 4.2.2 per specification or an approved equal	2		
8	41NN-F3066F - Desk(Right) 4.2.3 per specification or an approved equal	1		
9	41NN-F2042R - Return(Left) 4.2.4 per specification or an approved equal	1		
10	4NLN-F - Pedestal 4.2.5 per specification or an approved equal	1		
11	41NN-DT2036B – Work Surface 4.2.6 per specification or an approved equal	1		
12	FT32-E3 Guest Chair 4.2.7 per specification or an approved equal	1		
13	41NN-F3072S - Desk (Left) 4.3.1 per specification or an approved equal	3		
14	41NN-3072F - Desk (Right) 4.3.2 per specification or an approved equal	3		
15	41NN-F2042R - Return (Left) 4.3.3 per specification or an approved equal	3		
16	41NN-R2042F – Return (Right) 4.3.4 per specification or an approved equal	3		
17	VC13 - Task Chair w/ arms 4.3.5 per specification or an approved equal	6		

18	RIDFA-183654LFR - Metal Lateral File 4.3.6 per specification or an approved equal	1		
19	41NN-B367314 - Bookcase 4.3.7 per specification or an approved equal	1		
20	FT32-E3 - Guest Chair with arms 4.3.8 per specification or an approved equal	3		
21	41NN-F3060S – Desk (Right) 4.4.1 per specification or an approved equal	2		
22	VC13 - Task Chair w/ arms 4.4.2 per specification or an approved equal	2		
23	T5NN-R36 - Round-top 4.5.1 per specification or an approved equal	2		
24	TNNS-XB33 - Table base X-Base 4.5.2 per specification or an approved equal	2		
25	FE01 - Stacking Chairs (4-pack) 4.5.3 per specification or an approved equal	2		
26	41LN-243673LFB - Storage Unit Dbl Doors w/2 Lateral Files 4.6.1 per specification or an approved equal	2		
27	MNNCS-MP1518F - Mobile Pedestal 4.6.2 per specification or an approved equal	1		
28	LGC-CU1518 - Mobile Pedestal Cushion 4.6.3 per specification or an approved equal	1		
29	41NN-DT2448A - Work Surface 4.6.4 per specification or an approved equal	1		
30	FS10 - Task Chair w/o arms 4.6.5 per specification or an approved equal	1		
31	T1NS-MRC2472 - Mobile Rectangular Table 4.6.6 per specification or an approved equal	15		
32	FTC31C-E3-MMB-BPS - Guest Chair no arms (2-pack) 4.6.7 per specification or an approved equal	15		
33	T1NS-B207236BT - Bookcase Credenza 4.6.8 per specification or an approved equal	1		
34	TNNN-LC241846 – Lectern 4.6.9 per specification or an approved equal	1		
35	T5NN-R60 - Round Top 4.7.1 per specification or an approved equal	1		
36	TNNS-ATL2 - Angled Leg 4.7.2 per specification or an approved equal	4		
37	VC13 - Task Chair w/ arms 4.7.3 per specification or an approved equal	8		
38	VUCA-2436-1GN - Surface Corner 4.8.1 per specification or an approved equal	15		
39	VLGC-QTL1 - Support Table Post 4.8.2 per specification or an approved equal	75		
40	VLGC-PS1USB2P - Work Surface Receptacle 4.8.3 per specification or an approved equal	15		
41	DSD2813 - Privacy/Modesty Screen 4.8.4 per specification or an approved equal	15		
42	M1NNS-GS367243S - Reception Desk 4.8.5 per specification or an approved equal	1		
43	MNNNN-SC5727T - Front Screen 4.8.6 per specification or an approved equal	1		

44	MNNCS-MP1518F - Mobile Pedestal 4.8.7 per specification or an approved equal	2		
45	LGC-CU1518 - Mobile Pedestal Cushion 4.8.8 per specification or an approved equal	2		
46	41NN-DT2448A - Work Surface Rectangle 4.8.9 per specification or an approved equal	1		
47	CNNNS-SCCT2411 - Privacy Lat. Screen 4.8.10 per specification or an approved equal	2		
48	41NN-B367314 - Bookcase 4.8.11 per specification or an approved equal	1		
49	VC13 - Task Chair w/ arms 4.8.12 per specification or an approved equal	1		
50	FS10 - Task Chair no arms 4.8.13 per specification or an approved equal	4		
51	FT31C-E3-MMB-BPS - Guest Chair no arms (2-pack) 4.8.14 per specification or an approved equal	10		
52	T1NNS-RCA2346GC - Table Rectangular 4.8.15 per specification or an approved equal	1		
53	VLGC-PS1USB1P – Work Surface height powered receptacle 4.8.16 per specification or an approved equal	1		
54	M1NNS-R2448S – Executive Return Shell 4.8.17 per specification or an approved equal	1		
55	BR32 – Guest Chairs w/ arms (2-pack) 4.8.18 per specification or an approved equal	2		
56	NNNN-TK3442 – Tackboard 4.8.19 per specification or an approved equal	1		
57	M1NCS-2036 DVLf – Lateral file unit w/ pigeon holes 4.8.20 per specification or an approved equal	1		
58	41NN-DT2436A – Work Surface Rectangular 4.8.21 per specification or an approved equal	1		
59	Cork Board Wall Frame with Brochure holder or an approved equal 4.8.22	1		
60	Rotating Floor Literature Rack or an approved equal 4.8.23	1		
61	Sliding Room Divider or an approved equal 4.8.24			
62	MNNCS-MP1518F – Mobile Pedestal 4.9.1 per specification or an approved equal	3		
63	LGC-CU1518 – Mobile Pedestal Cushions 4.9.2 per specification or an approved equal	3		
64	41NN-DT2448A – Work Surface Rectangular 4.9.3 per specification or an approved equal	3		
65	FS10 – Task Chair no arms 4.9.4 per specification or an approved equal	3		
66	BR32 – Guest Chairs with arms (2-pack) 4.9.5 per specification or an approved equal	2		
67	41NN-B367314 – Bookcase 4.9.6 per specification or an approved equal	1		
68	M1NCS-2036LF – Single Lateral File Unit 4.9.7 per specification or an approved equal	1		
69	VPPA-6454-NP – Panel non-powered, raceway w/electrical access 64”Hx48”W 4.9.8	12		

	per specification or an approved equal			
70	VPPA-6454-NP – Panel non-powered, raceway w/electrical access 64”Hx54”W 4.9.9 per specification or an approved equal	1		
71	VVPS-64-F3 – Finish Post three way 4.9.10 per specification or an approved equal	3		
72	PNNS-FPBP73 – Hardware for Fastening Panel to furniture 4.9.11 per specification or an approved equal	3		
73	VPPA-6430-NP – Panel non-powered 64”Hx30”W 4.9.12 per specification or an approved equal	3		
74	VPPA-6436-NP – Panel non-powered 64”Hx33”W 4.9.13 per specification or an approved equal	3		
75	VNT-64 - Off-Module T mount or an approved equal 4.9.14	2		
76	VVPC-64-F2C – Finish post two-way 64”H or an approved equal 4.9.15	3		
77	Lateral File 5-drawer 4.10.1 per specification or an approved equal	2		

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/INSTALLATION AFTER RECEIPT OF ORDER:**

\_\_\_\_\_ DAYS

**DO YOU HAVE THE REQUIRED INSURANCE?** \_\_\_\_\_

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



## **SECTION 01310 DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS**

The City of Savannah actively encourages employment and participation of small and disadvantaged businesses in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that disadvantaged business enterprises (DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has not established a DBE goal for this project; however, DBE participation is always encouraged wherever possible.

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of disadvantaged business enterprise participation (Sec. 01310-4)  
and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

**Failure to submit the required documents shall result in the bid not being read or considered.**

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of DBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for DBE subcontracting in trades with established availability of DBE subcontractors.
- ✓ Providing a minimum of 10 days' notice prior to the Bid due date to DBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be debarred from participating in future City contracts.

The contractor is required to fulfill any DBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to**

**any substitution.**

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any DBE listed in the completed form entitled "Proposed Schedule of DBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE 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 DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

**The State of Georgia Department of Transportation** maintains a website listing of Disadvantaged Business Enterprises located at [www.dot.ga.gov/PS/Business/DBE](http://www.dot.ga.gov/PS/Business/DBE)

**Chatham County** Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

**GA Tech Procurement Assistance Center** maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

**Savannah/Hilton Head International Airport Commission** maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at [www.savannahairport.com](http://www.savannahairport.com)

**Small Business Assistance Corporation** maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at [www.sbacsav.com](http://www.sbacsav.com).

## **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, women, and individuals belonging to other socially and economically disadvantaged groups;
- (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 DBE PARTICIPATION**

Any DBE listed in this completed form must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE 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 DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

Name of Bidder/Proposer: \_\_\_\_\_ Bid No. \_\_\_\_\_

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

**NOTE: Proof of DBE certification must be attached to this completed form for all firms listed in the table below.**

Name of DBE Participant	Telephone	Email	Address (City, State)	DBE? (Y/N)	Type of Work Sub-Contracted	Sub- contract Value (%)	Sub- contract Value (\$)
						%	
						%	
						%	
						%	
						%	
						%	
Total Base Bid							\$
Total Proposed DBE Subcontracts							\$
Bidder's Proposed DBE Participation							%

**The undersigned will enter into a formal agreement with the DBE 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 disadvantaged joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

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

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

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

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

## Disadvantaged Business Enterprise

### GOOD FAITH EFFORT

\_\_\_\_\_  
Prime Company Name

\_\_\_\_\_  
Bid Date

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Event Number

**If you have failed to secure DBE participation or if your DBE participation is less than the City's project goal, you MUST complete this form.**

If the bidder's method of compliance with the DBE goal is based upon demonstration of a good faith effort, the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City. Compliance with each item, 1 through 4 below, shall satisfy the Good Faith Effort requirement absent proof of fraud, intentional and/or knowing misrepresentation of the facts or intentional discrimination by the bidder.

**This form must be submitted in its entirety with supporting documentation in a separate sealed envelope with your bid prior to the time of bid opening. Failure to comply will result in the bid being considered non-responsive and the bid will not be read or considered.**

- 1.) Please list each and every subcontracting and/or supplier opportunity (DO NOT LIST NAMES OF FIRMS) which will be used in completion of this project, regardless of whether it is to be provided by a DBE or non DBE.

(Use additional sheets, if necessary)

List of:

Subcontracting Opportunities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of:

Supplier Opportunities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.) Did you obtain a current list of DBE firms?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

Date of Listing \_\_\_\_/\_\_\_\_/\_\_\_\_  
Source\_\_\_\_\_

3.) Please indicate subcontract or supplier list categories for which potential DBE bidder lists were provided?  
Provide detail of how these DBEs were solicited.

_____	_____
_____	_____
_____	_____

4.) Please attach the following:

- (1) Completed Good Faith Effort Log see: 1310-7 Log
- (2) Evidence of solicitation to prospective DBE firms, such as advertisements, copies of solicitation letters, faxes, emails and other to substantiate efforts.

**DEMONSTRATION OF GOOD FAITH EFFORTS MUST INCLUDE ALL ITEMS OUTLINED IN THIS SECTION.**

SECTION 01437  
DBE PARTICIPATION REPORT

**IMPORTANT NOTICES**

- The DBE Participation Report (Form 01437) must be submitted to the City of Savannah **Contract Analyst and the Office of Business Opportunity** with each pay request. Failure to submit this form can result in no credit toward contracted DBE requirements and a possible delay in monthly progress payments.
- The Prime Contractor/Consultant **may not change DBE firms without prior written approval of the City.** Contractors/Consultants may use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). Any unauthorized substitution of DBE subcontractors can result in withholding of payments for up to 30 days until compliance is reestablished.
- **Documentation providing proof of payments to DBEs for work on this project shall be kept on file and available for inspection by City staff.**

PROJECT NAME & NUMBER: \_\_\_\_\_ DATE \_\_\_\_\_ REPORT NO. \_\_\_\_\_

PRIME CONTRACTOR/CONSULTANT \_\_\_\_\_ CONTRACT AMOUNT (\$) \_\_\_\_\_

DBE GOAL \_\_\_\_% ☐ This is the final project report. End Date: \_\_\_\_\_

DBE INFORMATION					DBE PAYMENTS			
APPROVED DBEs	DESCRIPTION OF WORK or SUPPLIES	DBE CONTACT PERSON	DBE CONTACT PHONE #	DBE CONTACT EMAIL	ORIGINAL SUBCONTRACT AMOUNT	PAYMENT DATE(S)	TOTAL PAID <u>THIS PERIOD</u>	TOTAL PAID <u>TO-DATE</u>

Total DBE Paid To Date: \$ \_\_\_\_\_ %

**CONTRACTOR:** I hereby certify this information is true and correct; and supporting documentation is on file and available for inspection by the City at any time.

SIGNED \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

## CITY OF SAVANNAH

This report has been reviewed for DBE contract compliance.

SBO Compliance Coordinator \_\_\_\_\_

DATE \_\_\_\_\_

### INSTRUCTIONS TO CONTRACTOR/CONSULTANT

To receive credit toward contracted DBE goals, the Prime Contractor/Consultant must complete and submit this form with each Request for Periodic Payment, beginning with the first payment request. An additional copy of this section must be submitted **to the SBO Compliance Coordinator**. The Office of Business Opportunity may be contacted by phone at (912) 652-3582 or by fax at (912) 651-3175. **Failure to submit this form may result in no credit toward the contract DBE requirements and a delay in monthly progress payment.**

1. Project Name: The official name of the project as stated on the contract
2. Date: Date Report is being submitted
3. Report Number: Reports must be consecutively numbered.
4. Contract Amount: Total amount of the contract to be paid to the Prime Contractor/Consultant by the City of Savannah for completion of the project.
5. DBE Goals: Enter the contracted DBE Goals per the signed agreement.
6. Final Project Report: Place an "X" or checkmark in this box when the project has been completed and the report submitted is the final payment report. Enter the date of project completion.
7. DBE Information: ONLY DBEs that have been verified and approved by the City of Savannah DBE Office, from the Prime Contractor's/Consultant's "Proposed Schedule of DBE Participation" may be included on the payment report. NO SUBSTITUTIONS OR CHANGES IN GOALS MAY BE MADE without prior written approval by the City.
8. DBE Payments: Enter the actual amount of the subcontract agreement for each approved DBE, the date of any payments occurring within the report period, the amount of the payments to each DBE during this period and the total each DBE has been paid-to-date.
9. Earnings-to-date: Enter the total amount paid to date to all DBE subcontractors.
10. Contractor Certification: The contractor or his authorized representative must sign this form prior to submittal. Signature indicates that all information is true and correct and documented proof of all information is on file and available for City of Savannah review at any time.

### GENERAL INFORMATION

**The prime contractor/consultant may not change DBE firms without prior written approval of the City of Savannah Office of Business Opportunity. Approval cannot be obtained from the City's Project Manager, Contract Analyst or other City of Savannah employees.** Contractors/Consultants must use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). **Any proposed changes must meet established DBE goals and conform to contract regulations and DBE Program Requirements.**

If the prime contractor/consultant in its bid/proposal included any second or lower tier subcontractor/sub-consultant/supplier towards meeting the goal, it is the sole responsibility of the prime contractor/consultant to ensure all DBE firms have been reviewed and approved by the City of Savannah and to document all subcontracting/sub-consulting and/or supplier participation dollars counted towards the goal, irrespective of tier level. Upon completion of the work, a final "DBE Participation Report" will be required and submitted with the final pay request.

As per the City's contract, the City's SBO policy, and signed participation reports: the prime contractor/consultant certifies all DBE payment information to be true and correct, to have all supporting documentation on file and to make copies of this documentation available to the City of Savannah. **Prime contractors/consultants will periodically be required to provide copies of payment documentation** for DBEs being counted toward the DBE goal (including the prime contractor/consultant, if it is a DBE and being counted toward the goal). Failure to comply with the City's request to provide the required documentation may cause the City to withhold payments due the prime contractor/consultant until compliance is attained. Payment documentation includes but is not limited to:



- signed sub-contracts with DBEs being utilized in meeting the project's DBE goals
- DBE invoices for payment related to the project
- proof of payment of DBE invoices related to the project

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*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).

\* \* \* \* \*

### **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

## ***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires:

***Instruction for Completing Systematic Alien Verification  
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.