

**SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS
FOR EVENT# 2156 - MICROFILM SERVICES**

- 4.0 The purpose of these specifications is to establish an annual contract for microfilm services for various City departments.

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, Third Floor, City Hall, 2 E. Bay Street, Savannah, GA. 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 **Apertures:**

Estimated quantity: Approximately 12,000 originals images, 12,000 diazo duplicated Source Images (aperture cards), and 70 Silver Duplicate Rolls are anticipated annually. As an optional cost provide an additional unit cost for providing 12,000 images in digital format on DVD. The City has the right to accept or reject the production of the DVD by the contractor. Original paper document sizes on the average will be twenty-four by thirty-six inches long; however the largest document sets will be thirty-six by forty-eight inches long. The principal user will be the City's Development Services Department. All document prep, pick-up and delivery charges shall be included in the unit prices. The City of Savannah may submit plans up to four times a year for processing.

Option Cost: City is in the process of converting to digital plan submission over the next couple of years: Provide a Unit Cost as the same above except documents submitted to the contractor will be in digital format, not in paper format.

- 4.2 All work must meet the Georgia Records Act for Microfilming Records (see attachment A). Any work which does not meet these standards shall be redone at no additional charges to the City.
- 4.3 Quantities listed are estimates only. Actual usage may vary.
- 5.0 General Specifications
- 5.1 The bid response must include the following documents in this order
- Supplier Information 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.

5.2 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/cityweb/purchasingweb.nsf>

5.3 Original invoices should be sent to:

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

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

5.5 To submit and be awarded a bid, bidders must be registered as a bidder on the City of Savannah's website at www.savannahga.gov.

5.6 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.

5.7 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.



EXCEPTION SHEET

Event # 2156

If the commodity(is) 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: 2156
Business Location: (Check One)
___ Chatham County
___ City of Savannah
___ Other

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

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

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

FROM WHAT CITY/COUNTY _____

TAX CERTIFICATE #: _____ FED TAX ID #: _____

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

INDICATE OWNERSHIP STATUS OF BIDDER (CHECK ONE):

___ NON-MINORITY OWNED ___ ASIAN AMERICAN
___ AFRICAN AMERICAN ___ AMERICAN INDIAN
___ HISPANIC ___ OTHER MINORITY (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: Original in Paper Format	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	35 MM Aperture Originals (Paper)	12,000 each		
2	35MM Aperture Copies (Paper)	12,000 each		
3	35MM Silver Duplicate Roll (Paper)	70 each		
4	Additional cost (per image) for providing images in digital format on DVD (Optional add)	12,000 each		

ITEM NO	DESCRIPTION: Original in Digital Format	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
5	35 MM Aperture Originals (Digital)	12,000 each		
6	35MM Aperture Copies (Digital)	12,000 each		
7	35MM Silver Duplicate Roll (Digital)	70 each		

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 bidder certifies that:

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

Signature

Title



PROPOSED SCHEDULE OF M/WBE PARTICIPATION

Any M/WBE listed in this completed form must be certified by the City of Savannah and/or other certifying agency such as USDOT, GDOT, SBA 8(a) or GMSDC prior to the due date of this bid. Proof of M/WBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for M/WBE certification or an application for M/WBE certification under review but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process.

Name of Proposer: _____

Event No. 2156

Project Title: _____

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

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

MBE Participation Value: _____ %

Women Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah. The Prime’s subcontractors’ subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

Joint Venture Disclosure

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



Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

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