



SECTION 4

EVENT # 3571 Natural Gas (Firm Accounts)

REVISED SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

4.0 These specifications will describe firm natural gas requirements for consumption by various City of Savannah facilities. The City currently has approximately 60 meters at various locations. The City reserves the right to add and/or delete gas service at any location as required.

4.1 The price paid by the City shall be a burner tip price per therm equal to the NYMEX Closing Price plus all City Gate transportation costs and local distribution charges, including customer charges. Charges over NYMEX shall be a fixed price per therm additional.

4.2 Definitions

“Fixed Rate Plan” shall mean a fixed (locked in) monthly settlement price per therm for natural gas for the one (1) year contract term.

“City Gate transportation cost” shall mean all costs associated with delivery of natural gas to Atlanta Gas Light’s receipt point on the interstate pipeline and all other transportation supply and capacity management costs, including, but not limited to, all administrative, gathering, pipeline capacity, pipeline transportation, shrinkage, storage, gas pooling charges, and all costs associated with nominating and balancing.

“Local distribution charges” shall mean those charges assigned to the seller for the City’s account to provide regulated distribution service from City Gate to the City’s meter, including customer charges and dedicated design day capacity (DDDC) charges, and other state regulatory approved charges related to distribution including franchise fees. All local distribution charges passed through to the City shall include those allowed under regulation of the Public Service Commission of the State of Georgia. Any local distribution charges billed to the City of Savannah shall be supported by copies of invoices from AGL to the marketer for each meter location each billing period.

4.3 The contractor shall be responsible for delivering 100% of the City’s firm natural gas requirements on a continuous basis seven (7) days per week, 24 hours per day. The

contractor shall provide pipeline quality, marketable natural gas.

- 4.4 The contractor shall provide a single monthly spreadsheet-based invoice totaling all accounts. The monthly invoice shall detail each individual account's gas usage by location referencing a unique account number and City's department number. The invoice shall be calculated as follows:

(A) Fixed price for the applicable period, plus:

+

(B) City Gate transportation charges, added together and extended by the amount of gas supplied in therms, to determine:

=

(C) Total gas charges for each meter's account.

$(A + B = C)$

Then,

(D) Regulated local distribution charge for each meter shall be added to the total gas charges (C) to obtain a final invoice amount per meter location (E). All local distribution or AGL pass-through charges billed shall be supported by back-up invoices from Atlanta Gas Light for each meter location each month.

$(C + D = E)$

Each account shall then be totaled to show the grand total for all the City's firm natural gas accounts.

Quantities and pricing shall be displayed in such a manner to be easily read and compared to contract terms. Failure to comply with the invoicing requirements throughout the contract period shall result in termination of the contract.

- 4.5 The contractor shall be certified by the Georgia Public Service Commission to market natural gas within the State of Georgia. Non-certified marketers are not eligible to submit bids.
- 4.6 The quantities shown on the bid proposal form are an estimate of annual requirements. Actual usage may vary from this estimate and the City is under no obligation to purchase the amount indicated. A listing of known city meters and AGL account numbers are included for reference.
- 4.7 Bidders shall furnish with their proposal, a list of client references with contact name, address and telephone number. References should be from accounts similar to the City of Savannah and other participating agencies with interruptible accounts.

- 4.8 Award of this bid shall be made to the supplier offering the lowest price per therm of all gas and City Gate transportation charges as defined in section 4.2.
- 4.9 It is intended that this contract term be for one (1) year and will begin at the time designated by the City. The City reserves the right to renew this contract for up to four (4) additional twelve (12) month periods if all terms and conditions remain unchanged and if all parties so agree.
- 4.10 For purposes of evaluation, the bidder should submit the rate plan, a FIXED 2-Part price per therm based on 60 meters, an interstate pipeline fee of \$8.50 X DDDC with customer service fee waived.
- 4.11 The bidder shall indicate their willingness to allow other agencies to purchase their natural gas requirements under this contract.

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

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 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in connection with this event must be acknowledged in order for bidders' responses 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. The rate plan based on NYMEX or fixed

price for this contract will be determined by the City.

- 5.6 Bidder acknowledges that by submitting a bid for the specified event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the bidder.

EXCEPTION SHEET

Event # 3571

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

REVISED 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: 3571

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.

Meter Locations for the City of Savannah

AGL #	Location Address
9925397038	SAVANNAH CIVIC CENTER
7071000235	132 E BROUGHTON ST
3186617339	2 E BAY ST - CHATHAM CO
7320309338	CITY HALL
7310601432	2600 BULL ST
9260070218	10 W 33RD STREET
0592285437	TRAFFIC ENGINEERING DEPT
4047077434	330 1/2 BONAVENTURE RD
5201500535	COMMUNITY SERVICES
5069222532	2203 ABERCORN ST COMM SERV
9162093539	2203 ABERCORN ST SUITE A
2213407537	221 HABERSHAM ST
3549264050	210 AVERY ST # A
4111214043	NEIGHBORHOOD SERVICES
7596498044	POLICE DEPT
1448270149	1801 KERRY ST PUMPING STAT
4576862143	231 HABERSHAM ST
1381064143	FIRE DEPT MAIN STATION
4911476147	FIRE STATION # 4
0385378147	FIRE STATION #11
4139786248	FIRE DEPT # 9
4850399570	2824 BEE RD FIRE DEPT
0187248246	HENRY ST FIRE STATION
5851099249	FIRE DEPT 101-5140
4858191343	63RD ST FIRE DEPT
6831116348	FIRE STATION #10
5363593341	FIRE STATION #2
4688838346	FIRE STATION #7
7285476447	1410 RICHARDS ST
9712898442	1310 RICHARDS ST LEISURE SER
7909540546	2319 OGEECHEE RD
0512142540	EAST COMMUNITY CENTER
5547244543	1815 LINCOLN ST PROGRAMS NEI
3778076540	LIBERTY COMMUNITY CENTER
0669168549	WOODVILLE COMMUNITY CENTER
6728650053	HUDSON HILL COMMUNITY CENTER
3504152053	CARVER HEIGHTS COMMUNITY CTR
3138024051	E G COMMUNITY CENTER
4099765058	GOLDEN AGE CENTER
6906509051	WW LAW COMMUNITY CENTER
4100970156	CULTURAL AFFAIRS 11 W HENRY
0146381151	9 W HENRY ST CULTURAL AFFAIR
6810643153	HARRISON ST
6333776155	SAVANNAH WATER SUP & TREATMT
0197158151	SAVANNAH WATER & SEWER
9122020258	IND DOMESTIC FILTRATION
3692261254	STATE ST PARKING GARAGE
0353315250	706 STILES AVE

1080976255 1100 W GWINNETT ST
 4691448258 AGONIC RD VEHICLE MAINT FAC
 8895674136 1100 W GWINNETT ST
 1906181585 301 W LIBERTY ST
 1060653304 132 MONTGOMERY ST
 9133674306 226 MLK JR BLVD
 6000373522 2235 CAPITAL ST
 2921673307 1801 KERRY ST.
 9261255500 5 INTERCHANGE CT
 5803778471 8 INTERCHANGE CT
 9192726158 500 LUCAS DRIVE LOT 58
 5649005126 1410 RICHARDS STREET

BID FORMULA: [Number of therms] x [Fixed Rate] + [Interstate Pipeline Fee] = Total

ITEM NO	Rate Plan for Natural Gas Delivered (Firm)	Estimated Therm Quantity	Fixed Rate per therm	Interstate Pipeline Fee	TOTAL (without AGL Pass through fees or taxes)
1	Fixed 2-Part Rate Plan	219,851 therms	_____	(\$8.50 x DDDC of 424)	_____

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)

TOTAL NET BID

\$ - 0 -

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 MWBE 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 3571

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 MWBEs. Please contact the MWBE Office at (912) 652-3582. The City of Savannah's certified MWBE registry is posted on its website at 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.