

Event No. 6831
Construction Testing – Annual Contract

Bidder’s Checklist – Envelope Requirements

This checklist shall be attached to the outside of envelope of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive. Nonresponsive bids will be returned to the vendor unopened.

Firm name: _____
 Contact person: _____
 Address: _____
 Phone number: _____
 Email address: _____

Envelope must contain the following documents:

| Initials | Document |
|----------|--|
| | Bid Proposal Form, Including Acknowledgement of Any Addenda |
| | Exception Sheet |
| | Contractor Affidavit and Agreement (Employee Eligibility Verification) |
| | Affidavit Verifying Status for City of Savannah Benefit Application |
| | Attachment A |
| | Certifications/Licenses Per Sections 4.13 and 4.14 |
| | Insurance |

By signing below, bidder is attesting that all items listed in the checklist above have been included in Envelope.

Signature: _____ Date: _____

CONSTRUCTION TESTING – ANNUAL CONTRACT

EVENT NO. 6831

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 These specifications will describe requirements for construction testing services, environmental testing, industrial hygiene testing, and special inspections to be used by various City of Savannah Departments.

Separate contracts may be issued for each of the following subsections:

- Soil testing
- Pavement testing
- Structural concrete testing
- Environmental testing
- Industrial hygiene
- Special inspections

The City may award a primary and a secondary testing lab for each subsection

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. Manually submitted 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, 301 West Oglethorpe Avenue, 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 Qualifications

Bidder shall submit the following information with their bid. The City shall review the qualifications of the firms submitting bids in accordance with the requirements listed herein and shall be the sole judge as to the acceptability of these qualifications.

4.1.1 The testing lab shall operate in accordance with ASTM E 329 and D3740. The firm shall have on staff within a 30-minute drive from any City construction site, a minimum of three technicians with the proper training and certification to serve the City's testing needs. The work shall be supervised by a qualified Georgia registered professional engineer. The supervising engineer must also be located within a 30 minute drive of any City construction site.

4.1.2 Each bidder shall submit qualifications, experience and licensing of engineers and technicians who would be assigned to this work. Technician certifications can be submitted as certification certificates or in resume form.

4.1.3 Each bidder shall submit a description of local facilities and equipment indicating capabilities as well as response time from those local facilities. Laboratory shall be located in Chatham County. Also, if appropriate, include a description of facilities and equipment that the company may have access to

through other offices or partnerships. Facilities shall also have a resident professional engineer on staff located at the laboratory site.

4.1.4 Each bidder shall submit a description of at least five previous projects, preferably from local clients, on which the firm has performed testing services similar to those required in this bid. Names and telephone numbers for appropriate contacts regarding these projects shall be submitted with the bid (Attachment A).

4.1.5 Each bidder shall submit their capabilities with hazardous materials or contamination testing and reporting to include: Asbestos and Lead Testing in existing facilities, underground storage tank contamination, testing for vertical or lateral migration of methane gases, PCB testing of transformers. The bidder shall indicate standard turn-around time for these test results and any additional charge to the City for quicker responses, per Section 4.3. Costs for these tests shall include the cost of sampling.

4.2 The fee schedule shall list unit prices for the individual tests as designated. These unit prices shall include furnishing all applicable material, labor, and equipment to perform the designated tests as well as all costs associated with producing and delivering the test results to the City. These prices shall also include all applicable taxes, office overhead costs and transportation costs. It can be assumed by the testing lab that all of our construction sites will be in Chatham County, Georgia. The unit price for each test or set of tests shall include all costs for other referenced tests which are required to complete the test procedure even if these additional tests are listed elsewhere on the fee schedule. There will be no additional costs to the City.

4.3 A separate fee schedule is included in Appendix A for testing that is not frequently used. These fees will not be used in the bid tabulations. Fees for these tests should be calculated as per section 4.2. Bidders will be required to fill out the corresponding tables in Appendix A for each portion of the project that they are bidding. There is not a special inspection portion in Appendix A.

In Appendix A, in the environmental testing and industrial hygiene sections, certain tests have additional columns to account for turnaround time, expedited time, and expedited price. The column labeled Time has been added for standard turn-around time in days. One day will be equivalent to eight hours. Columns for additional expenses (expedited price) and quicker response times (expedited time) have been added. The expedited price will be the total cost for the expedited test including the cost of sampling.

4.4 Quantities shown on the bid proposal form are estimates based on planned projects which the City will be constructing and are in no way binding to the City as minimum quantities of tests that must be ordered.

4.5 The testing lab shall respond to a construction jobsite to perform required tests within 24 hours of notice from the authorized City representative, or an authorized testing lab's representative. For tests performed on an infrequent basis which may require specialized equipment not immediately available, the testing lab shall respond to a jobsite within 48 hours' notice from an authorized person.

4.6 Waiting Time: The testing lab shall consider that any time they are called to a jobsite their technician may be delayed from administering any tests as much as an hour without any extra compensation to the testing lab. Any time the City requires testing services on a given day, for example during a continuous pouring operation or continuous fill or compaction operation, the waiting time between tests shall be considered an extra charge if the time between tests exceeds 30 minutes. Such extra charges shall be recorded in quarter-hour increments. When invoicing, charges for delays and cancelled inspections shall have a separate line item on the invoice. The time for performing the test will not be part of the waiting time.

4.7 General Procedures for Reporting Testing Results: For each construction project, the awarded testing lab will be furnished a copy of the project's construction drawings and technical specifications at the pre-construction conference, which the testing lab must attend. The construction contractor will provide 24-hour notice (48-hour notice for specialized testing) to the awarded testing lab before each test is performed. The testing lab will distribute the testing results as follows:

- 4.7.1 Field Test Results - Immediately after testing, the testing lab's field technician will relay the field test data and any preliminary pass/fail determinations to the Construction contractor and to the designated City construction Inspector or City project manager on site, if present. The contractor shall also mail results or email a .pdf file, signed and sealed by a Georgia registered professional engineer, to the designated City project manager within 24 hours after testing.

When a field test indicates a failure to meet project specifications, the testing lab shall prominently mark the following words on the results after they are given to the construction contractor: FAILED TEST and e-mail a .pdf file of the report to the designated City project manager and the construction contractor on the same day the failed test was conducted. The testing lab will be responsible for verifying that the City project manager or the City construction inspector receives the notification on the same day the failed test results occur.

- 4.7.2 Laboratory Test Results: Testing lab shall furnish a paper copy or provide a printable .pdf file of laboratory test results, signed and sealed by a Georgia registered professional engineer, to the designated City project manager within 24 hours after testing.

When a laboratory test indicates a failure to meet project specifications, the testing lab shall prominently mark the following words: FAILED TEST and e-mail a .pdf file of the report to the designated City project manager, the design professional, and the construction contractor on the same day the failed test was conducted. The testing lab will be responsible for verifying that the City project manager or the City construction inspector receives the notification on the same day the failed test results occur.

- 4.7.3 **Testing lab shall furnish original engineer stamped, signed, and dated test results and inspection reports with the invoices to the City pertaining to the test reports.** Testing lab will be required to also attach to invoices the time records and logs which will back up any separate charges for engineer or inspection technician time which are being billed at an hourly rate.

- 4.7.4 The Testing lab shall email (.pdf-file) final test results to the construction contractor, City project manager, the design professional, and to any others as requested.

- 4.7.5 At the conclusion of a project, the testing lab shall provide a summary of all inspections/tests/verifications completed for the project, including special inspections, broken down by material/type of test/locations.

- 4.7.6 All reports shall have clear, specific and consistent descriptions of locations and extents of work/material being tested or inspected.

- 4.7.7 When possible and practical, the test results should be identified by a numeric identifier (example: #023) and in the case of failing tests the re-test results shall be identified by the same number with an added letter following the number to indicate that the test was necessary due to a previous test failure (in same example: #023A). In the event that re-tests also fail then the letter should be changed sequentially. (For example if #023A also fails, then its re-test will be identified as #023B, and so on.)

- 4.8 The testing lab shall provide all necessary on-site personnel and equipment to handle and protect materials being tested.

- 4.9 The testing lab shall provide skilled technicians who are fully trained with the testing equipment and procedures required for each test. The testing lab must also submit calibration certificates for all testing equipment used to perform the tests required for this contract. All testing and inspections shall be performed and evaluated based on the project-specific construction documents, as well as the special inspection requirements (if applicable), and each technician or inspector performing these tests or

inspections on the project should be provided, and be familiar with, the applicable technical specifications and drawings issued for the project.

4.10 Damage

4.10.1 Any damages caused to a construction testing lab resulting from failure of a testing technician to appear and perform as required (by contract) will be back-charged to the testing lab. The testing lab will also pay the construction contractor for any damages that may result from an incorrect test report. The testing lab will also perform any and all confirmatory testing that may be needed to isolate failing materials as a result of an incorrect report at no cost to the City.

4.10.2 The testing lab shall continuously maintain adequate protection of all work from damage, and shall take all reasonable precautions to protect the City's property from injury or loss arising in connection with this contract. The testing lab shall adequately protect adjacent private and public property, as provided by law and contract documents.

Before parking any heavy equipment on property of the City of Savannah, the testing lab must request and receive permission from the City.

4.10.3 The testing lab shall so conduct his operations as not to damage existing structures, the site, property, or work installed. In case of any such damage resulting from the testing lab's own operations, the test firm shall repair and make good as new the damaged portions at the testing lab's own expense.

4.10.4 The testing lab shall take all responsibility for the work done under this contract. The testing lab shall assume the defense of all claims arising out of injury or damage to persons, corporations, or property, whether said claims arise out of negligence or not, or whether said claims are for unavoidable damage or not, and from all claims relating to labor and materials furnished for the work and from all expenses incurred in defending or settling such claims, including reasonable attorney's fees.

4.10.5 In the event that the City or its testing labs repair damage caused by the testing lab, the cost of those repairs will be back charged to the testing lab.

4.11 All asphalt density testing shall include the cost of patching pavement where specimens were taken. The patch performed must be completed per current City standards as follows. Filling asphalt core holes with hot mix asphalt (HMA) is the preferred method. If HMA is not feasible, cold patch or fiber reinforced concrete may be used. The thickness of the core shall be reported to the requesting Project Manager.

All core holes should be filled with hot asphalt conforming to part 1.03 of Section 02600 of the City of Savannah specifications or 4,000 PSI fiber reinforced ready mix concrete painted black by the end of the next work day. Before filling, ensure the holes are clean and dry and tack them with AC-20 or AC-30 asphalt cement conforming to part 1.02 B. Properly compact the asphalt concrete used for filling the hole and leave it flush with pavement.

When possible and practical, the test results should be identified by a numeric identifier (example: #023) and in the case of failing tests the re-test results shall be identified by the same number with an added letter following the number to indicate that the test was necessary due to a previous test failure (in same example: #023A). In the event that re-tests also fail then the letter should be changed sequentially. (For example if #023A also fails, then its re-test will be identified as #023B, and so on.)

Note: The City's policy is to back charge the contractor for failed tests.

4.12 The City reserves the right to award this contract to multiple bidders based upon the subtotal of each section: soil testing, pavement testing, structural concrete testing, industrial hygiene, environmental testing,

and special inspections. The City may award a primary and a secondary testing lab for each subsection. The City reserves the right to seek competitive proposals for any and all projects as it deems appropriate. In the event that a testing lab hired testing lab and the City's testing lab have differing results, the City reserves the right to hire a third party testing lab.

4.13 Staff Certifications: The testing lab to be awarded this contract must have the following staff certifications.

4.13.1 Soils Testing

- Nuclear Training certification
- Georgia Licensed Professional Engineers and Geologists with local experience and knowledge and are present working day to day in local office.

4.13.2 Pavement Testing

- Nuclear Training certification
- Georgia Licensed Professional Engineers with local experience and knowledge and are present working day to day in local office.

4.13.3 Structural Concrete

- ACI Laboratory Technician certification
- ACI Level I field testing technician certification
- ACI Concrete Special Inspector certification
- Georgia Licensed Professional Engineers with local experience and knowledge and are present working day to day in local office.

4.13.4 Industrial Hygiene

- Asbestos Inspector Training with current refresher course
- Certified Lead Inspector

4.13.5 Environmental Testing

- Must be able to meet all EPA/EPD testing requirements
- Georgia Licensed Professional Engineers and Geologists with local environmental experience and are present working day to day in local office.

4.13.6 Special Inspections

- ICC Masonry Special Inspector certification
- Georgia Concrete Products Association Structural Masonry Inspector certification
- Certified Welding Inspector (CWI)
- ACI Concrete Special Inspector certification
- ICC Concrete Special Inspector certification
- Georgia Licensed Professional Engineers with local experience and knowledge and are present working day to day in local office.
- Certifications per Appendix B. The minimum qualifications shown in Appendix B are either one or the other per category (not all) unless otherwise stated.

4.14 Lab Certifications: The testing lab to be awarded this contract must have the following lab certifications.

4.14.1 Soils Testing

- NICET Level, I, II certification or USACE accreditation
- ASTM E 329 in soils certification
- In-house Quality Systems Laboratory Manual / Procedures
- In-house Project Quality Report Review Manual / Procedures
- 40 Hour OSHA training certification

4.14.2 Pavement Testing

- NICET Level, I, II certification or USACE accreditation
- ASTM E 329 in aggregates
- AASHTO R18 Accreditation
- In-house Quality Systems Laboratory Manual / Procedures

- In-house Project Quality Report Review Manual / Procedures
 - 40 Hour OSHA training certification
- 4.14.3 Structural Concrete
- NICET Level, I, II certification or USACE accreditation
 - ASTM E 329 in concrete certification
 - ASTM E 329 in aggregates
 - AASHTO R18 Accreditation
 - In-house Quality Systems Laboratory Manual / Procedures
 - In-house Project Quality Report Review Manual / Procedures
 - 40 Hour OSHA training certification
- 4.14.4 Industrial Hygiene
- In-house Quality Systems Laboratory Manual / Procedures
 - In-house Project Quality Report Review Manual / Procedures
 - 40 Hour OSHA training certification
- 4.14.5 Environmental
- In-house Quality Systems Laboratory Manual / Procedures
 - In-house Project Quality Report Review Manual / Procedures
 - 40 Hour OSHA training certification
- 4.14.6 Special Inspections
- NICET Level, I, II certification or USACE accreditation
 - ASTM E 329 in concrete certification
 - In-house Quality Systems Laboratory Manual / Procedures
 - In-house Project Quality Report Review Manual / Procedures
 - 40 Hour OSHA training certification
 - Certifications per Appendix B. The minimum qualifications shown in Appendix B are either one or the other per category (not all) unless otherwise stated.

4.15 All testing line items listed in the fee proposal and the appendix shall be inclusive of all items needed to complete the test, technician time, making the report, travel time, and reproducible documents/plan sheets. The technician hourly rate listed in the fee proposal is to be used for technician time outside of the individual line items listed in the fee proposal sheet and the appendix. For example, for concrete testing, the price should include the cost of the technician to do the slump, air, temperature tests, make the cylinders, pick up and transport the cylinders to the lab along with the lab cost to break the cylinders and make the report.

4.16 For the industrial hygiene and environmental sections: Building types vary within the City. The tests may be used on buildings the City owns or on buildings that the City may purchase in the future. Our building projects include both renovations and demolition and some buildings are HUD funded and are used by children.

4.17 Special Inspections:

Testing lab shall perform the special inspector's responsibilities as outlined in ACEC/SEAOG's 2012 Georgia special inspections guidelines.

In the course of a construction project, testing lab shall monitor construction progress against the construction documents and test/inspection results, to identify any necessary verifications, tests, re-tests, inspections, re-inspections that have been overlooked by the construction contractor, i.e. not called in by the contractor when needed, and shall notify the City project manager immediately of any such omissions as time is of the essence.

Any deviations in test/inspection-results from requirements in the construction documents, approved and communicated verbally by the engineer of record to testing lab, shall be confirmed in writing by the same. These written approvals may be obtained via the City project manager, or directly from the EOR, and shall accompany the reports (an approval that is applicable for several tests/inspections need only be submitted once and thereafter referenced). If written approval cannot be obtained, the City project manager shall be notified.

In addition to providing the test results with each pay request, the testing lab will be required to submit an updated schedule of special inspections indicating which tests are completed, any failed tests, and the tests that are in progress.

Required forms and detailed instructions can be found in publication ACEC/SEAOG SI GL 01-2012 or the Georgia special inspections guidelines at www.acecga.org.

The following are general requirements and instructions for processing the Special Inspection Program forms. Timely completion of the final report of special inspections will be required. Failure to complete the final report in a timely manner will result in a delay in the issuance of the project's certificate of occupancy (CO).

Overview: The program consists of three primary forms which must be filled out and submitted to testing lab, design professional, and the City. The *Statement of Special Inspections* and the *Schedule of Special Inspection Services* will be provided to the testing lab for each project. The *Final Report of Special Inspections* is submitted at the completion of construction. Several other forms that may be utilized can be found at www.acecga.org

Statement of Special Inspections: This form provides the general project information. It identifies the project location, the project architect, the project structural engineer, and the registered design professional in responsible charge, referred to in the forms and hereafter as the design professional. Firm or company names are sufficient (individuals need not be listed). Depending on the project organization, the design professional could be the project architect, a project engineer, or an independent third party representing the City. In accordance with section 1704.2 of the **Building Code**, the design professional is responsible for preparation of the special inspection program and would complete the "Prepared by" section of this form.

This form establishes the frequency interim reports should be furnished. For complex projects, the design professional, testing lab or City may attach a separate schedule listing the required report frequency. Additionally, the testing lab or City can request reports at a greater frequency than the design professional.

Schedule of Special Inspection Services: This form provides an itemized list of which special inspection activities are required for the specific project and which individuals, firm, or agency will be performing the special inspection services associated with each required task. The project title should be inserted at the top of the form. The form lists the various tasks required by Chapter 17 of the **Building Code** and provides a column for the design professional to identify with a "yes" or "no" which items apply to the specific project.

The "Extent" column is where the design professional can provide additional information or detail regarding the scope of the special inspections. This column identifies which items require continuous inspection and which require periodic inspection as defined by the **Building Code**. For periodic inspections, the frequency of inspection can be identified here. Exceptions to a special inspection task may be noted in this column. Special instructions regarding how to perform inspections may also be included here. For more complex projects, this may be addressed by referring to another project document, such as the project specifications.

The only column not filled in on the schedule at the time it is submitted should be the "completed" column. When an individual special inspection task in the schedule is completed for the last time on the project and the special inspector performed their final review, inspection, or test of that item for the project, the special inspector should initial and date the cell in the "completed" column adjacent to the task. At the conclusion of the project, a copy of the *Schedule of Special Inspection Services* form with the initials and date in the

“completed” column for each task relevant to the project shall be submitted to testing lab, the City, and design professional with the *Final Report of Special Inspections*.

Minimum qualifications for each type of inspection and test are included in Appendix B of these Guidelines.

Projects requiring special *Requirements for Seismic and/ or Wind Resistance* should be identified at the end of the form for cross reference to the *Statement of Special Inspections*.

A commentary with specific requirements for each *Material/ Activity* in the *Schedule* is included for assistance in completing the inspection program.

Final Report of Special Inspections: This form is submitted when all the special inspection requirements for a project have been fulfilled. Each special inspector corresponding to an agent number in the *Schedule of Special Inspection Services* will be required to complete a copy of this for submittal to the design professional, testing lab, and the City for their scope of work. The special inspection program will not be considered complete until all forms are submitted and received.

4.18 Acknowledge the following disclaimer: Any and all documentation provided by the City shall be field verified by the consultant. The City neither certifies nor claims that the information shown represents the existing site conditions. The information shown shall not be used without field verification. In no event shall the owner be liable for any direct, special, or consequential damages from the use of the drawings.

4.19 Insurance Requirements
Insurance Requirements are non-negotiable.

4.19.1 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.

4.19.2 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.

4.19.3 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.

4.19.4 Umbrella/Excess Liability

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

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

5.0 General Conditions

5.1 The bid response shall include all documents required in the bidder's checklist.

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 # 6831

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
301 West Oglethorpe Avenue
2nd floor
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 6831

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: _____)**

**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 | Soil Testing | EST. QUANT | UNIT | UNIT PRICE | TOTAL |
|---------|---|------------|------|------------|-------|
| 1 | Soil Classification, ASTM D2487 | 60 | Each | | \$. |
| 2 | Standard Proctor, ASTM D698 | 50 | Each | | \$. |
| 3 | In-Place Soil Density/Moisture Content, Nuclear Method (3 test set) | 1300 | Set | | \$. |
| 4 | Atterburg Limits, ASTM D4318 | 50 | Each | | \$. |
| 5 | Soil Investigation and Sampling by Auger Boring, ASTM D1452 | 1 | LF | | \$. |
| 6 | Modified Proctor, ASTM D1557 | 1 | Each | | \$. |
| 7 | Proof Roll | 1 | HR | | \$. |
| 8 | Waiting Time, Technician | 300 | HR | | \$. |
| 9 | Staff Engineer/Geologist/Environmental Scientist | 1 | HR | | \$. |
| 10 | Senior Registered Professional Engineer/Geologist - GA | 1 | HR | | \$. |
| 11 | Field Inspector/Technician | 1 | HR | | \$. |
| | Subtotal | | | | |

| ITEM NO | Pavement Testing | EST. QUANT | UNIT | UNIT PRICE | TOTAL |
|---------|---|------------|------|------------|-------|
| 1 | Compressive Strength of Concrete Cylinders, ASTM C39, one set of five cylinders (six cylinders if using the smaller mold) molded at jobsite. One at seven days and three to be tested at 28 days with one held in reserve in case a later break is needed. A concrete Slump Test (ASTM C143), an Air Content Test (ASTM C231), and a Temperature Test (ASTM C1064) shall be taken whenever cylinders are made and their costs shall be included in these prices | 1200 | Set | | \$ - |
| 2 | Asphalt Density: Saturated Surface-Dry Specimens Method, ASTM D2726, Set of 3 specimens cut from pavement in field. Price shall include patching of pavement where cores were taken. | 50 | Set | | \$ - |
| 3 | Asphalt Density: Nuclear Method, ASTM D2950, set of 5 tests. Price shall include calibration and confirming tests required. | 50 | Set | | \$ - |
| 4 | Asphalt Density: Paraffin Coated Specimens Method, ASTM D1188, set of 3 specimens cut from pavement in field. Price shall include patching of pavement where specimens where taken. | 1 | Set | | \$ - |
| 5 | Compressive Strength of Concrete, Drilled Cores, ASTM C42 | 1 | Each | | \$ - |
| 6 | Concrete cylinders, ASTM C39, additional cylinders fabricated after a set of six cylinders are molded. | 1 | Each | | \$ - |
| 7 | Standard Test Method for Infiltration Rate of In Place Pervious Concrete ASTM C1701 / C1701M | 1 | Each | | \$ - |
| 8 | Standard Test Method for Density and Void Content of Freshly Mixed Pervious Concrete ASTM C1688 / C1688M | 1 | Each | | \$ - |
| 9 | Set rolling pattern for Hot Mix Asphalt, includes asphalt density by nuclear method | 1 | HR | | \$ - |
| 10 | Asphalt cores (no density) set of 3 specimens cut from pavement in field to verify depth. Price shall include patching of pavement where specimens where taken. | 1 | Set | | \$ |
| 11 | Hand auger borings for base and subbase below pavement | 1 | LF | | \$- |
| 12 | Waiting Time, Technician | 300 | HR | | \$ - |
| 13 | Technician | 1 | HR | | \$ - |
| 14 | Field I Project Engineer (i.e., report writing and field investigation). | 1 | HR | | \$ - |
| 15 | Senior Registered Professional Engineer | 1 | HR | | \$ - |
| | Subtotal | | | | |

| ITEM NO | Structural Concrete Testing | EST. QUANT | UNIT | UNIT PRICE | TOTAL |
|---------|---|------------|------|------------|-------|
| 1 | Compressive strength of grout, ASTM C109, set of six 2" x 2" x 2" cubes molded at jobsite. Cubes will be tested at 7 days (2), 28 days (2) and 56 days (2). | 20 | Set | | \$ - |
| 2 | Standard Test Method for Sampling and Testing Grout ASTM C1019; set three(3), plus slump, air, and temperature testing | 20 | Set | | \$ - |
| 3 | Compressive Strength of Concrete Cylinders, ASTM C39, one set of five cylinders (six cylinders if using the smaller mold) molded at jobsite. One at seven days and three to be tested at 28 days with one held in reserve in case a later break is needed. A concrete Slump Test (ASTM C143), an Air Content Test (ASTM C231), and a Temperature Test (ASTM C1064) shall be taken whenever cylinders are made and their costs shall be included in these prices | 1200 | Set | | \$ - |
| 4 | Compressive Strength of Concrete, Drilled Cores, ASTM C42 | 1 | Each | | \$ - |
| 5 | Concrete cylinders, ASTM C39, additional cylinders fabricated after a set of six cylinders are molded. | 1 | Each | | \$ - |
| 6 | Rebound number of hardened concrete (a.k.a. rebound hammer test) in accordance with ASTM C 805 | 1 | Each | | \$ - |
| 7 | Field Inspection of reinforcing steel | 1 | HR | | \$ - |
| 8 | Waiting Time, Technician | 300 | HR | | \$ - |
| 9 | Field Inspector/Technician | 1 | HR | | \$ - |
| 10 | Field I Project Engineer | 1 | HR | | \$ - |
| 11 | Senior Registered Professional Engineer GA | 1 | HR | | \$ - |
| | Subtotal | | | | |

| ITEM NO | Environmental Testing | EST. QUANT | UNIT | UNIT PRICE | TOTAL |
|---------|--|------------|------|------------|-------|
| 1 | Closure Report for Underground Storage Tank Removal as per Georgia Environmental Protection Divisions Rules and Regulations (per facility, not including sampling analysis). | 1 | Each | | \$ - |
| 2 | Phase I Environmental Assessments ASTM E1527-05 (per site/report) | 1 | Each | | \$ - |
| | Personnel | | | | |
| 3 | Technician | 1 | HR | | \$ - |
| 4 | Staff Engineer/Geologist/Environmental Scientist | 1 | HR | | \$ - |
| 5 | Senior Registered Professional Engineer/Geologist - GA | 1 | HR | | \$ - |
| | Subtotal | | | | |

| ITEM NO | Industrial Hygiene | EST. QUANT | UNIT | UNIT PRICE | TOTAL |
|---------|---|------------|------|------------|-------|
| 1 | Asbestos Survey Field Services | 1 | HR | | \$ - |
| 2 | Asbestos Samples | 1 | Each | | \$ - |
| 3 | Asbestos Survey Reporting | 1 | Each | | \$ - |
| 4 | Lead Survey Field Services | 1 | HR | | \$ - |
| 5 | Lead Samples | 1 | Each | | \$ - |
| 6 | Lead Survey Reporting | 1 | Each | | \$ - |
| 7 | Technician | 1 | HR | | \$ - |
| 8 | Staff Engineer/Industrial Hygienist/Environmental Scientist | 1 | HR | | \$ - |

| ITEM NO | Special Inspections Per the 2012 International Building Code | EST. QUANT | UNIT | UNIT PRICE | TOTAL |
|---------|--|------------|------|------------|-------|
| 1 | Shop and field inspections of structural steel welding and cold-formed steel. | 1 | HR | | \$ - |
| 2 | Shop and field inspections of steel frame joint details, including bolting. | 1 | HR | | \$ - |
| 3 | Field verification of embedments | 1 | HR | | \$ - |
| 4 | Field and in plant review of prestressing steel installation | 1 | HR | | \$ - |
| 5 | Field and in plant review of prestressed concrete | 1 | HR | | \$ - |
| 6 | Field inspection of anchor bolts to be installed in concrete prior to and during placement of concrete where strength design is used. | 1 | HR | | \$ - |
| 7 | Field inspection of anchor bolts to be installed in concrete prior to and during placement of concrete where allowable loads are increased or where strength design is used. | 1 | HR | | \$ - |
| 8 | Field inspection of mortar joints and mortar proportions. | 1 | HR | | \$ - |
| 9 | Field inspection of reinforcing bars and welding of reinforcement bars | 1 | HR | | \$ - |
| 10 | Field inspection of placement of masonry units | 1 | HR | | \$ - |
| 11 | Field inspection of type, size and location of structural masonry elements and anchors | 1 | HR | | \$ - |
| 12 | Field inspection of grout space and grout placement | 1 | HR | | \$ - |
| 13 | Field inspection of concrete placement for proper application techniques | 1 | HR | | \$ - |

| | | | | | |
|----|---|---|----|--|------|
| 14 | Field inspection for maintenance of specified curing temperature and techniques | 1 | HR | | \$ - |
| 15 | Field Inspection of erection of precast concrete members | 1 | HR | | \$ - |
| 16 | Field Inspection of formwork for shape, lines, location and dimensions | 1 | HR | | \$ - |
| 17 | Field inspection of reinforcing bars and welding of reinforcement bars | 1 | HR | | \$ - |
| 18 | Field inspection of wood trusses over 60ft in span, and associated bracing | 1 | HR | | \$ - |
| 19 | Verification of excavations, preparation of subgrade, use of proper fills, densities, and lift thicknesses | 1 | HR | | \$ - |
| 20 | Field verify sprayed fire-resistant materials This includes mastic and intumescent fire resistant coatings | 1 | HR | | \$ - |
| 21 | Field testing and inspection of fire-resistant joint systems and penetrations of fire-stop systems per section 1705.16 | 1 | HR | | \$ - |
| 22 | Field testing of smoke control systems per section 1705.17 | 1 | HR | | \$ - |
| 23 | Field Inspection of Exterior Insulation and Finish systems (EIFS). | 1 | HR | | \$ - |
| 24 | Shop or Field Inspections for Seismic Resistance. Sections 1705.11 through 1705.12 and 1708.1 through 1708.6 in accordance with the Georgia Special Inspections Guidelines. | 1 | HR | | \$ - |
| 25 | Shop or Field Inspections for Wind Resistance. Section 1705.10 in accordance with the Georgia Special Inspections Guidelines. | 1 | HR | | \$ - |
| 26 | Field Verify installation of driven deep foundations, cast-in-place deep foundations, helical pile foundations | 1 | HR | | \$ - |
| 27 | Field inspection (inspector) | 1 | HR | | \$ - |
| 28 | Field I Project Engineer (i.e. Report writing and field investigation). | 1 | HR | | \$ - |
| 29 | Senior Registered Professional Engineer GA | 1 | HR | | \$ - |
| | Subtotal | | | | |

Subtotals

Soils Testing \$ _____

Pavement Testing \$ _____

Structural Concrete \$ _____

Environmental \$ _____

Industrial Hygiene \$ _____

Special Inspections \$ _____

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

DO YOU HAVE THE REQUIRED INSURANCE? _____

DO YOU HAVE THE REQUIRED STAFF AND LAB CERTIFICATIONS PER SECTIONS 4.13 AND 4.14? _____

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

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.) 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://verify.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.

Appendix B

TABLE 1704.2 MINIMUM SPECIAL INSPECTOR QUALIFICATIONS

| Category of Testing and Inspection | Minimum Qualifications (refer to key at end of Table) | | |
|--|---|-----------------------------|--|
| | Shop Testing or Inspection | Field Testing or Inspection | Review Testing, Certification, & Lab Reports |
| 1704.2.5 Inspection of Fabricators | | | |
| Pre-cast concrete | A, C, E | | |
| Structural steel construction | C, F, G | | |
| Wood construction | A | | |
| Cold formed metal construction | A | | |
| 1705.2, 1705.10, 1705.11& 1705.12 Steel Construction | | | |
| Verification of welding consumables, filler metals, procedure, specifications, procedure qualification records and personnel performance qualification records | | | C, F |
| Nondestructive testing of welding | G | G | |
| Inspection of welding | C, F | C, F | |
| Verification of fabricator and erector documents as listed in AISC 360, 14th edition, chapter N, paragraph 3.2 | | | A, C |
| Material verification of weld filler materials | | | C, F |
| Inspection of high strength bolting and steel frame joint details | | A, C | |
| Inspection of embedments and erection of fabricated steel and steel frame elements | | A, C, F | |
| Inspection of steel elements of composite construction | | A, C, F | |
| Verification of reinforcing steel, cold formed steel deck and truss materials | | | A, C, F |
| Inspection of reinforcing steel, cold formed steel deck and trusses | | A, C | |
| 1705.3 & 1705.12 Concrete Construction | | | |
| Reinforcing placement, cast-in-place bolts, post installed anchors concrete and shotcrete placement and curing operations. Inspection of formwork for shape, location and dimensions | | A, C, H | |
| Pre-stressing steel installation | | A, C, D, E | |
| Erection of pre-cast concrete members | | A, C, H | |
| Concrete field sampling and field testing | | J | |
| Concrete Strength Testing | | P | |
| Review certified mill reports | | | A, C |
| Verify use of required design mix | | A, I, J, H, C | |
| Pre-stressed (pre-tensioned) concrete force application | A, C, E | | |
| Post-tensioned concrete force application | | A, C, D | |
| Review of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs | | A, C, D, H | |
| Reinforcing steel weldability, reinforcing welding, weld filler material | | C, F | |
| Testing of welding of reinforcing steel | | G | |
| 1705.4 Masonry | | | |
| Verification of f'm and f' AAC | | A, C, L, M | |
| Mortar joint construction, grout protection and placement, materials proportion, type/size/location of reinforcement, structural elements, anchorage, and connectors | | A, C, K | |
| Sampling/testing of grout/mortar specimens | | A, C, L, M | |
| Observe preparation of masonry prisms for testing of compressive strength of masonry, f'm and f' AAC | | A, C, K, L, M | |
| Inspection of welding of reinforcing steel | | C, F | |
| Testing of welding of reinforcing steel | | G | |

(Table Continued on next page)

TABLE 1704.2 MINIMUM SPECIAL INSPECTOR QUALIFICATIONS *(continued)*

| Category of Testing and Inspection | Minimum Qualifications (refer to key at end of Table) | | |
|---|---|-----------------------------|--|
| | Shop Testing or Inspection | Field Testing or Inspection | Review Testing, Certification, & Lab Reports |
| 1705.6 & 1804 Soils | | | |
| Observe site preparation, fill placement testing of compaction for compliance with the construction documents for the project | | A, C, I, N | |
| Observe test bearing materials below shallow foundations for ability to achieve design bearing capacity | | A, C, N, I (Level III) | |
| Review compaction testing for compliance with the construction documents for the project | | | A |
| 1705.5, 1705.10, 1705.11 & 1705.12 Wood Construction | | | |
| Observe structural panel sheathing, size of framing members, nail or staple diameter and length, number of fastener lines, and spacing of fastener lines and fasteners for compliance with construction documents for the project | | A | |
| Observe temporary and permanent truss member restraint/bracing, field gluing of elements. Observe bolting, anchoring or other fastening of: shear walls, diaphragms, drag struts, braces and hold-downs. | | A | |
| 1705.7, 1705.8, 1705.9 & 1810 Pile and Pier Foundations | | | |
| Observe installation | | A, N | |
| Observe load tests | | A | |
| 1705.13 Sprayed Fire-Resistant Materials | | | |
| Observe surface conditions, application, average thickness and density of applied material, and cohesive/adhesive bond | | A, C | |
| 1705.14 Mastic and intumescent fire-resistant coatings | | | |
| Observe application compliance with AWCI 12-B | | A, C | |
| 1705.15 Exterior Insulation and Finish Systems | | | |
| Inspect EIFS systems | | A, B, C, O | |
| 1705.1 Special Cases | | | |
| Work of unusual or special nature | | A, B, O | |
| 1705.16 Fire-Resistant Penetrations and Joints | <i>See Requirements of IBC Sections 1705.16.1 and 17016.2</i> | | |
| 1705.17 Smoke Control | <i>See Requirements of IBC Section 1705.17.2</i> | | |
| 1705.10, 1705.11, 1705.12, Seismic and Wind Resistance | | | |
| Periodic inspection of fabrication, installation and/or anchorage of building systems and components | | A | |
| <i>(Table Continued on next page)</i> | | | |

TABLE 1704.2 MINIMUM SPECIAL INSPECTOR QUALIFICATIONS *(continued)*

KEY:

- A. Georgia Professional Engineer (GA PE) competent in the specific task area or graduate of accredited engineering/engineering technology program under the direct supervision of a GA PE.
- B. Georgia Registered Architect (GA RA) or graduate of accredited architecture/architecture technology program under the direction of a GA RA.
- C. International Code Council (ICC) Special Inspector Certification specific to the particular material and testing methodology applicable to each Category of Testing and Inspection listed in the table.
- D. Post-tensioning Institute (PTI) Certification, Level 2, bonded or unbonded as applicable.
- E. Pre-stressed Concrete Institute (PCI) Certified Inspector.
- F. American Welding Society (AWS) Certified Welding Inspector (CWI) or AWS Certified Associate Welding Inspector working under the direct on-site supervision of a CWI.
- G. American Society for Nondestructive Testing (ASNT) Level II certification, or a Level III certification if previously certified as a Level II in the particular material and testing methodology applicable to each Category of Testing and Inspection listed in the table.
- H. American Concrete Institute (ACI) Concrete Construction Special Inspector.
- I. National Institute for Certification in Engineering Technologies (NICET) Level II or higher certification specific to the particular material and testing methodology applicable to each Category of Testing and Inspection listed in the table.
- J. ACI Concrete Field Testing Technician with Grade 1 certification.
- K. Georgia Concrete and Products Association (GC&PA) – Masonry Association of Georgia (MAG) Masonry Construction Inspector Certification.
- L. National Concrete Masonry Association (NCMA) Concrete Masonry Testing Procedures certification.
- M. GC&PA – MAG Masonry Testing Technician certification.
- N. NICET Certified Engineering Technologist (CT).
- O. Other Qualified Special Inspector as approved by the Building Official.
- P. American Concrete Institute (ACI) Strength Testing Technician

Notes:

1. *The Special Inspector shall meet one of the minimum qualifications listed for the applicable Category of Testing and Inspection.*
2. *Testing Agency meeting the requirements of IBC Section 1703 and ASTM E 329.*

ATTACHMENT A

This attachment must be included with the RFP response in order to be considered further.

Each bidder shall submit a description of at least five previous projects, preferably from local clients, on which the firm has performed testing services similar to those required in this bid. Names and telephone numbers for appropriate contacts regarding these projects shall be submitted with the bid (Attachment A).

1. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____

2. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____

3. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____

4. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____

5. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____