POLYMER FOR PRESIDENT STREET AND REGIONAL PLANTS

EVENT NO. 6930

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.

*Electronically submitted bids, if allowed, do not require this checklist. Please see event summary online to determine if electronic responses will be accepted.*

Firm name: ______________________________________________________
Contact person: __________________________________________________
Address: _________________________________________________________
Phone number: ____________________________________________________
Email address: _____________________________________________________

Envelope must contain the following documents:

<table>
<thead>
<tr>
<th>Initials</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bid Proposal Form, Including Acknowledgement of Any Addenda</td>
</tr>
<tr>
<td></td>
<td>Copy of Bid Proposal Form, Including Acknowledgement of Any Addenda</td>
</tr>
<tr>
<td></td>
<td>Exception Sheet</td>
</tr>
<tr>
<td></td>
<td>Contractor Affidavit and Agreement (Employee Eligibility Verification)</td>
</tr>
<tr>
<td></td>
<td>Affidavit Verifying Status for City of Savannah Benefit Application</td>
</tr>
</tbody>
</table>

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

Signature: ________________________________  Date: _________________________
The purpose of these specifications is to describe the requirements for polymer for use at the City of Savannah’s Water Reclamation Facilities. The facilities are located at:

- President Street Water Reclamation Facility
  1400 E. President Street
  Savannah, Georgia 31404
- Crossroads Water Reclamation Facility
  125 Gulfstream Road
  Savannah, Georgia 31408
- Wilshire Water Reclamation Facility
  11015 Largo Drive
  Savannah, Georgia 31419
- Georgetown Water Reclamation Facility
  14 Beaver Run Road
  Savannah, Georgia 31419

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 Specifications

Specifications for polymer shall be Clarifloc SE 227, Clarifloc C6253, and Clarifloc SE 1093 as manufactured by Polydyne Incorporated. No substitution will be allowed.

4.2 Shipment Requirements: Product shall be delivered in 275 gallon totes. Shipments shall be to the President Street, Crossroads, Wilshire, or Georgetown Facilities, Monday through Friday between the hours of 7:30 a.m. and 3:00 p.m. (EST).

4.3 Pricing shall be FOB and shall include pick up of empty totes. The City shall make every reasonable effort to essentially empty each tote. However, the City shall not be responsible for cleaning the inside of any tote prior to pick up.

4.4 Deliveries shall be made within two weeks of order placement. The successful bidder shall provide staff at the manufacturer’s facility for order placement.

4.5 Bidders shall provide pricing on per pound basis.
4.6 Quantities stated are estimates only. The City of Savannah does not guarantee the purchase of the estimated quantities. Actual volumes may be more than or less than those stated.

4.7 This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after on December 31, 2019. This agreement may be renewed for up to three additional twelve month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

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 Copies: One unbound, printed and signed original and one identical, printed copy of the bid must be submitted in response to the bid.

5.3 Original invoices should be sent to:

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

5.4 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.

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

5.6 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 # 6930

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                      EVENT NUMBER: 6930
301 West Oglethorpe Avenue
2nd floor                                                     Business Location: (Check One)
Savannah, Georgia  31401                                     _____ Chatham County
ATTN: Purchasing Director                                    _____ 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 T
AX 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.

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>ESTIMATED QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>POLYMER IN TOTES</td>
<td>75,000 POUNDS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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://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___

Notary Public
My Commission Expires:

* Alien Registration number for non-citizens.
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.