

Event No. 7209 – Heavy Equipment Rentals

Bidder’s Checklist – Envelope Requirements

This checklist shall be attached to the outside of the 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
	Attachments
	Certifications/Licenses
	Insurance
	Any Other Requirements as Stated in the Specs

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

Signature: _____ Date: _____



HEAVY EQUIPMENT RENTALS

EVENT NO. 7209

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for on-going temporary use of bulldozer and other heavy equipment and operator services for the City of Savannah.

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 Work will be on an "on call" basis as necessary when City equipment is inoperative. Response time is of particular importance. The City requires response within 24 hours of call to contractor. Additionally, on an as-needed basis, weekend work may be required of the contractor. The name and contact number of individual to respond to service calls shall be provided by the contractor.
- 4.2 Equipment rental rates will cover rental per hour with operator (unless otherwise specified) and shall include all operating and maintenance costs associated with the equipment. In addition, delivery and pickup charges shall be included in the price on the bid proposal form, if charged.
- 4.3 Heavy construction equipment operators on the landfill staff are fully qualified and experienced in operation of this equipment for dozer, loader, excavator, and backhoe rentals. On occasion, the City will require the services of a qualified operator to operate City owned equipment. Hourly rates for such an operator shall be indicated on the Bid Proposal Form.
- 4.4 Approximately 95% of the work to be performed will be pushing, compacting, and covering refuse at the City's primary landfill located on Dean Forest Road. On-road vehicles will be used for the collection of refuse and the delivery of carts.
- 4.5 The successful bidder/bidders must own, or must be in possession of, equipment under a lease agreement in contractor's name. No subcontracting will be allowed. The successful bidder must provide proof of ownership, lease-purchase, and proper registration for all required equipment prior to notification of award.
- 4.6 Equipment Requirements

Following are descriptions of the type of equipment needed. Bidders do not have to have all equipment to bid. All vehicles must have current DOT inspections and be able to operate safely on the highway.

- 4.6.1 Tandem Dump Truck (minimum of three (3) available, size - minimum 14 CY).
- 4.6.2 Loader (minimum of one (1) equal to, or better than, a Cat 930).

Note: The working environment for this machine is particularly adverse to pneumatic tires. A loader with foam-filled tires, solid tires, or on tracks is therefore highly desirable.

- 4.6.3 Dozer (minimum of one (1) equal to, or better than a D-6).
- 4.6.4 Excavator (minimum of one (1) equal to, or better than a Deere 200).
- 4.6.5 Motor Grader (size – minimum twelve (12) feet).
- 4.6.6 Low boy tractor (minimum of one (1) 50 ton capacity).
- 4.6.7 Long boom excavator (minimum of one (1) equal to or greater than a 3,400 link belt with 55 foot reach from the center pin).
- 4.6.8 Backhoe (without operator) (minimum 24 inch wide bucket).
- 4.6.9 F-350 (or comparable), flatbed, stake-body truck with hydraulic assist tailgate.
- 4.6.10 Roll-off truck 65,000 GVW with cable assisted hoist and automatic tarp system.
- 4.6.11 Knuckle-boom/clamshell truck with hydraulic dumping bed for loading/hauling brush and bulk debris.
- 4.6.12 Farm tractor 30hp or greater with rotary (bush hog) mower.
- 4.6.13 Eight feet (8') x sixteen feet (16') tandem axle trailer with two foot (2') sides for container delivery.
- 4.6.14 Gas powered RTV, UTV, side by side, golf cart, etc. to be used for special events and crowd control.
- 4.6.15 Portable diesel powered generator/light tower.
- 4.6.16 Vacuum truck (3,000+ gallons capacity)
- 4.6.17 Water truck

4.7 Insurance Requirements

4.7.1 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

4.7.2 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.

4.7.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law.

Minimum employers 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

4.7.4 Umbrella/Excess Liability

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

Minimum limits:\$1,000,000 per occurrence
\$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

4.7.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A(minus), X, or better

Any modifications to specifications must be approved by the City

- 4.8 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, 2020. This agreement may be renewed for up to three additional 12 month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. In the event this contract is not renewed prior to the expiration of any term, this contract shall continue to be honored on a month-to-month basis until this contract has been renewed.
- 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 #7209

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
Savannah Civic Center
301 W Oglethorpe Ave
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 7209

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	DESCRIPTION	ESTIMATED QUANTITY	MANUFACTURER & MODEL	UNIT PRICE	TOTAL
1	Dump Truck (with operator)	80 Hours			
2	Loader (with operator)	80 Hours			
3	Loader (without operator)	10 Hours			
4	Dozer D-6 (with operator)	160 Hours			
5	Dozer D-6 (without operator)	10 Hours			
6	Excavator (with operator)	80 Hours			
7	Excavator (without operator)	80 Hours			
8	Backhoe (without operator)	40 Hours			
9	Long Boom Excavator (with operator)	20 Hours			
10	Motor Grader (with operator)	20 Hours			
11	Low boy tractor (with operator)	32 Hours			
12	Move In Charge	15 Each			
13	Move Out Charge	15 Each			
14	Operator only	160 Hours			
15	F350 Stake-body Truck (without operator)	200 Hours			
16	Roll-Off Truck (without operator)	350 Hours			
17	Knuckle Boom Truck (without operator)	350 Hours			
18	Portable Light Tower / generator diesel powered	400 Hours			
19	RTV/ATV/Side X Side gas powered	100 Hours			
20	30 HP or greater farm tractor and mower combo (without operator)	100 Hours			
21	8x16 trailer with two foot (2') sides / weekly rental	8 Weeks			
22	Vacuum truck (with operator)	80 Hours			

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	\$

DO YOU HAVE THE REQUIRED INSURANCE? _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name Authorization Signature Date

NON-DISCRIMINATION STATEMENT

The prime contractor / bidder certifies that:

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

Signature

Title

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.