

**Event No. 7308 – TRAFFIC SIGN FACES
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.

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:

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

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

Signature: _____ Date: _____

TRAFFIC SIGN FACES

EVENT NO. 7308

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe the requirements to provide street/traffic sign faces, reflective sheeting and associated materials to be utilized by the Traffic Engineering Department's sign shop.

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, 305 Fahm Street, 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 Detailed Specifications

Faces and sheeting to be of 3M Brand Scotchlite reflective sheeting high intensity grade Series 3870 with pressure sensitive adhesive or approved equal. Faces to be brightly visible at all times including extreme angles of vision when wet, and retain a minimum of 80 percent (%) of its dry reflective powers. Faces shall be "glare free" when illuminated by beam of vehicle headlight. The products must conform to the following specifications: US Department of Transportation, Federal Highway Projects, 1985 FP-92, Type IIIA, Section 718.01. The material must be available in 30 inch, nine inch, and six inch by 50 yard rolls and all traffic signing colors.

Warranty/Performance Requirements: Reflective sheeting, applied to sign blank materials, shall perform effectively for 10 years. The sheeting will be considered unsatisfactory if it has deteriorated due to natural causes to the extent that the sign is ineffective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions and/or the coefficient of retro reflection is less than the minimum specified for that sheeting. If the sheeting fails during the first seven years, the manufacturer shall cover the cost of restoring the sign panel to its original effectiveness at no cost to the City for materials and labor. If it should fail during the remaining three years, the manufacturer shall replace the sheeting required to restore the sign panel to its original effectiveness.

- 4.2 Diamond Grade

Faces and sheeting shall be of 3M Brand Scotchlite Diamond Grade VIP reflective sheeting Series 3990 with pressure sensitive adhesive or approved equal. The material must meet ASTM D4956 spec Type IX standards. Sheeting is designed for production of durable traffic control signs that are exposed vertically in service. It is intended to provide high sign brightness at short sight distance. It must be available in 30 inch by 50 yard rolls and all traffic signing colors.

Warranty/Performance Requirements: Reflective sheeting, applied to sign blank materials, shall perform effectively for 10 years. The sheeting will be considered unsatisfactory if it has deteriorated due to natural causes to the extent that the sign is ineffective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions and/or the coefficient of retro reflection is less than the minimum specified for that sheeting. If the sheeting fails during the first seven years, the manufacturer shall cover the cost of restoring the sign panel to its original effectiveness at no cost to the City for materials and labor. If it should fail during the remaining three years, the manufacturer shall replace the sheeting required to restore the sign panel to its original effectiveness.

4.3 Engineer Grade

Faces and sheeting to be 3M brand Scotchlite Engineer Grade reflective sheeting Series 3200 with pressure sensitive adhesive or approved equal. Must conform to the requirements of FP-85 (Class 1) and ASTM D 4956 (Class 1). Durable retroreflective sheeting and faces designed for the production of traffic control signs. It must be available in 30 inch by 50 yard rolls.

4.4 Electrocut Film

All electrocut film to be 3M brand Scotchlite ElectroCut Film Series 1170 or approved equal. Film must be durable, transparent acrylic colored film coated with a transparent, pressure-sensitive adhesive protected by removable liner. Film is to be unpunched in 30 inch by 50 yard rolls and available in the following colors: Green, black, red, blue, yellow, and orange. The electrocut film is intended to be used on the above referenced engineer, diamond and high intensity reflective sheeting.

4.5 Technical Assistance

The manufacturer shall provide the services of a qualified technician for instructions and training on the application, equipment operation, silk screening techniques, packaging, storage and other proven sign shop practices as they apply to the reflective supplied by the manufacturer. Additionally, contractor shall assign one contract administrator to handle the City's account. This person would offer service in expediting, pricing problems, and other customer service concerns. Please provide name contact information of the bid proposal form.

4.6 Order Quantities

While all efforts will be made to consolidate orders, the City cannot guarantee minimum quantities per order. Prices are to be F.O.B. Savannah, GA 31415. Shipments are to be made as ordered and orders will be placed incrementally.

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 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 or re-bid.
- 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. The City reserves the right to split the award if deemed to be in its best interest.
- 5.7 All bids must be submitted in **DUPLICATE**.

EXCEPTION SHEET

Event # 7308

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 Division
305 Fahm Street
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 7308
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	Description	U/I	Estimated Quantity	Manufacturer Required	Unit Price	Extended Price
1	6" X 12" White sign face	Each	400	3M		
2	12" X 18" No Parking sign face	Each	400	3M		
3	18" X 18" Yellow sign face	Each	100	3M		
4	18" X 24" W1-8 sign face	Each	200	3M		
5	36" X 12" One-Way sign face	Each	400	3M		
6	36" Yield sign face	Each	50	3M		
7	18" X 30" Crosswalk Arrow sign face	Each	100	3M		
8	24" X 24" No Truck sign face	Each	100	3M		
9	24" X 30" White sign face	Each	400	3M		
10	30" X 30" White sign face	Each	400	3M		
11	30" Stop sign face	Each	500	3M		
12	30" X 30" Complete Stop sign with aluminum blank	Each	200	3M		
13	36" Stop sign face	Each	100	3M		
14	48" X 48" Orange sign face	Each	100	3M		
15	30" X 30" Pedestrian Crossing face – florescent yellow	Each	100	3M		
16	30" School face – florescent (pentagon)	Each	200	3M		
17	6" X 50 yds White sheeting	RL	20	3M 390		
18	9" X 50 yds White sheeting	RL	10	3M 390		

19	30" X 50 yds White sheeting	RL	15	3M 390		
20	30" X 50 yds Yellow sheeting	RL	6	3M 390		
21	30" X 50 yds Orange sheeting	RL	2	3M 390		
22	30" X 50 yds Green Electrocut film	RL	20	3M 1177		
23	30" X 50 yds Black Electrocut Film	RL	20	3M 1178		
24	30" X 50 yds Red Electrocut film	RL	20	3M 1172		
25	30" X 50 yds Blue Electrocut film	RL	5	3M 1175		
26	30" X 50 yds Yellow Electrocut film	RL	5	3M 1171		
27	6" X 100 yds Transfer Tape	RL	25	TPM5 3M		
28	9" X 100 yds Transfer Tape	RL	25	TPM5 3M		
29	24" X 100 yds Transfer Tape	RL	15	TPM5 3M		
30	30" X 100 yds Transfer Tape	RL	10	TPM5 3M		
31	6" X 50 yds barricade tape	RL	20	101330 3M		

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/INSTALLATION AFTER RECEIPT OF ORDER:
_____ DAYS

CONTRACT ADMINISTRATOR INFORMATION FROM SECTION 4.5

Name _____

Title _____

Phone Number _____ Ext. _____

Fax Number _____

Email _____

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____

* _____
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.

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