



**CRANE AND HOIST MAINTENANCE
EVENT NO. 6893**

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
	Attachments
	Insurance
	Any Other Requirements as Stated

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

Signature: _____ Date: _____



CRANE AND HOIST MAINTENANCE – ANNUAL CONTRACT

EVENT NO. 6893

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for inspection, maintenance, and repair services for cranes and hoists for the Water Reclamation, Industrial and Domestic Water Supply, Stormwater Management Divisions of the Public Works and Water Resources Department.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. If submitting electronically, submit the total amount for line item #2 as the materials cost (\$12,000) plus the percentage markup cost (ex. If your markup is 10% you would enter \$13,200 as your total markup cost). Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered. 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, Savannah Civic Center, 2nd floor, Simms Room, 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

Work under this contract shall consist primarily of inspections, maintenance, and repairs. Bid prices for inspection shall be a fixed price as indicated on the bid proposal form. Bid prices for maintenance and repair shall be based on labor, equipment, and material pricing as described in these specifications.

4.2 Cranes and Hoists

<u>City Division</u>	<u>Type of Crane</u>	<u>Location of Crane</u>
Water Reclamation Division	Four ton bridge crane	Influent MCC room
Water Reclamation Division	Three ton bridge crane (C-1)	Chlorine building
Water Reclamation Division	Four ton bridge crane (C-2)	Subfloor level 2
Water Reclamation Division	Two ton Shawbox crane	Crossroads gas pump building
Water Reclamation Division	One ton budget	Georgetown
Water Reclamation Division	One ton Dayton crane	President Street maintenance
Industrial and Domestic Water Division	Four ton wright hoist	Raw water
Industrial and Domestic Water Division	Three ton	Raw water booster station – Robbins Myers
Industrial and Domestic Water	Three ton	Raw water (swing arm jib)

Division		Spanco
Industrial and Domestic Water Division	Two ton R&M	High service pump station
Industrial and Domestic Water Division	Two ton Shawbox LiftTech	Valve house
Industrial and Domestic Water Division	Three ton Yale	Chlorine building
Industrial and Domestic Water Division	Five ton R&M	Filter building
Industrial and Domestic Water Division	Ten ton Shawbox	Sludge building
Lift Station Maintenance Division	Three ton Coffing	Lift Station No. 12, Louisville Road
Lift Station Maintenance Division	Two ton Kone	Lift Station No. 163, Hutchinson Island
Lift Station Maintenance Division	Two ton Shawbox	Lift Station No. 126, Georgetown
Lift Station Maintenance Division	Two ton Shawbox	Lift Station No. 148, SHH Airport
Lift Station Maintenance Division	Three ton LiftTech	Lift Station No. 64, Wheaton Street
Lift Station Maintenance Division	Two ton Coffing	Lift Station No. 40, Travis Field
Lift Station Maintenance Division	Two ton hoist	Lift Station No. 159, Jimmy De Loach Parkway
Stormwater Division	Eight ton Yale	Kayton Pump Station
Stormwater Division	One ton Dayton	Kayton Pump Station
Stormwater Division	Eight ton Yale	Springfield Pump Station
Stormwater Division	Two ton Yale	Springfield Pump Station
Stormwater Division	10 ton Yale	DeRenne Pump Station
Stormwater Division	One ton Yale	DeRenne Pump Station
Stormwater Division	Eight ton Columbus McKinnon	Fell Street Pump Station
Stormwater Division	Seven and one-half ton Yale	Montgomery Cross Road Pump Station
Stormwater Division	Two ton Konecrane	Montgomery Cross Road Pump Station
Stormwater Division	Seven and one-half ton Yale	Lathrop Avenue Pump Station
Stormwater Division	One ton Dayton	Lathrop Avenue Pump Station

- 4.3 An inspection shall be conducted every six months on all equipment as directed by each division representative. Each inspection shall comply with all applicable federal and state regulations regarding the inspection and repair of cranes and hoists, particularly OSHA 1910.179 and ASME B30.2-2011. Each bidder shall submit a detailed description of the items to be covered on their proposed inspection on Attachment 1. Attachment 1 must be included with a bid to be further considered. Inspections must include the following items, at a minimum:

- Maintenance records review
- Safety items
- Electrical components
- Rail alignment and support
- Wire rope condition

- Drives and gear boxes

- 4.4 A detailed report shall be prepared based on the results of the inspections described above. Recommended repairs resulting from these inspections, if any, shall be indicated during the inspection visit and documented in the aforementioned report.
- 4.5 A detailed estimated repair cost shall be submitted to the division representative based on the terms of the contract. All repair work must be authorized by the division representative before work is started.
- 4.6 Inspections
- Each bidder must indicate an all-inclusive, flat rate price for the inspection of each crane listed in the bid lines for these items. No separate payment shall be considered for labor, tools, small equipment, bucket trucks, man-lifts, or any other costs associated with inspection of the cranes. Failure to submit a bid on any single line item shall result in rejection of the bid in its entirety.
- 4.7 Repair and Maintenance
- Each bidder must indicate total hourly wage rates on Attachment 2. Attachment 2 must be included with a bid to be further considered. This wage rate shall apply to crane repair and maintenance only. The wage rate shall include all wage classifications involved and shall include all tools and small equipment needed to perform necessary work. Separate payment shall be made for a bucket truck or man-lift to allow personnel access to complete repairs and maintenance per the bid lines for these items. Equipment required to remove or replace extremely heavy repair parts, (a crane, etc.), will be reimbursed per the bid line for this item. The City shall determine, at its sole discretion, the need for such equipment. No payment shall be made for such equipment if not approved by the City prior to use. Additional equipment not described within this specification may be rented as necessary for repair and maintenance work at the sole discretion of the City. There shall be no mark-up allowed on rented equipment; no exceptions.
- 4.8 Pricing for repair parts and lubricants shall be at the vendor's acquisition cost plus the mark-up percentage as indicated in the line item bid. Original invoices from the supplier of the parts or lubricants used in repairs and maintenance shall be submitted to the City with any application for payment for repair work. No payment for parts or lubricants used in repairs and maintenance shall be made without these invoices.
- 4.9 All parts, materials, and labor used on repair jobs must be guaranteed against defects in material and workmanship for a minimum of one year. The bidder must state the warranty period offered.
- 4.10 Load tests may be needed in conjunction with certain repairs. Pricing for such load tests will be based on the labor and material provisions contained in these specifications.
- 4.11 Response time on call back repairs shall be three hours maximum. Response time is defined as having sufficient resources on the job site to perform the required repairs.
- 4.12 The City shall make no separate payment for vendor travel time or associated vendor transportation costs. The City shall only pay for vendor time spent on a site actively inspecting or performing repairs to a crane or hoist. There shall be no exceptions.
- 4.13 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 two additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.
- 4.14 Bidders must provide pricing for maintenance and inspection services separately.

4.15 This contract will be awarded to the vendor(s) offering the lowest net price to the City, and meeting or exceeding all specifications herein. The City reserves the right to award all, some, or none of this contract as deemed advantageous. The City reserves the right to award to the overall lowest, responsive bidder or the lowest responsive, responsible bidder by line item. The City reserves the right to award to a primary, secondary and tertiary vendor if deemed advantageous.

4.16 Insurance Requirements

4.16.1 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

4.16.2 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

4.16.3 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

4.16.4 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

4.16.5 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.

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.

EXCEPTION SHEET

Event # 6893

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
1375 Chatham Parkway
2nd floor
Savannah, Georgia 31405
ATTN: Purchasing Director

EVENT NUMBER: 6893

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	UNIT PRICE	TOTAL
1	Water Reclamation: Four Ton Bridge Crane	2 each		
2	Water Reclamation: Three Ton Bridge Crane C-1	2 each		
3	Water Reclamation: Four Ton Bridge Crane C-2	2 each		
4	Water Reclamation: Two Ton Shaw Box Crane	2 each		
5	Water Reclamation: One Ton Bucket	2 each		
6	Water Reclamation: One Ton Dayton Crane	2 each		
7	I&D Water: Four Ton Wright Hoist	2 each		
8	I&D Water: Three Ton Crane – Raw Water Booster Station – Robbin Myers	2 each		
9	I&D Water: Three Ton Crane – Raw Water (Swing Arm Jib) – Spanco	2 each		
10	I&D Water: Two Ton R&M	2 each		
11	I&D Water: Two Ton Shaw Box Lift Tech	2 each		
12	I&D Water: Three Ton Yale	2 each		
13	I&D Water: Five Ton R&M	2 each		
14	I&D Water: Ten Ton Shaw Box	2 each		
15	Stormwater: Eight Ton Yale – Kayton Pump Station	2 each		
16	Stormwater: One Ton Dayton – Kayton Pump Station	2 each		
17	Stormwater: Eight Ton Yale – Springfield Pump Station	2 each		
18	Stormwater: Two Ton Yale – Springfield Pump Station	2 each		
19	Stormwater: Ten Ton Yale – DeRenne Pump Station	2 each		
20	Stormwater: One Ton Dayton – DeRenne Pump Station	2 each		
21	Stormwater: Eight Ton Columbus McKinnon – Fell Street Pump Station	2 each		
22	Stormwater: Seven And A Half Ton Yale – Montgomery Cross Road Pump Station	2 each		
23	Stormwater: Two Ton Konecrane – Montgomery Cross Road Pump Station	2 each		
24	Stormwater: Seven And A Half Ton Yale – Lathrop Ave Pump Station	2 each		
25	Stormwater: One Ton Dayton – Lathrop Ave Pump Station	2 each		

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
26	Lift Station: Three Ton Coffing – Lift Station 23 (Louisville Road)	2 each		
27	Lift Station: Two Ton Kone – Lift Station 163 (Hutchinson Island)	2 each		
28	Lift Station: Two Ton Shawbox – Lift Station 126 (Georgetown)	2 each		
29	Lift Station: Two Ton Shawbox – Lift Station 148 (Airport)	2 each		
30	Lift Station: Three Ton LiftTech – Lift Station 64 (Wheaton St)	2 each		
31	Lift Station: Two Ton Coffing – Lift Station 40 (Travis Field)	2 each		
32	Lift Station: Two Ton Hoist – Lift Station 159 (Jimmy DeLoach)	2 each		
33	Labor for Maintenance and Repair Only	100 hours		
34	Bucket Truck for Maintenance and Repair Only	100 hours		
35	Man-lift for Maintenance and Repair Only	100 hours		
36	Crane for Maintenance and Repair Only (50 Ton or Less Capacity)	25 hours		
37	Material/Equipment/Rentals = \$12,000 + (\$12,000 x ____% markup)	1 lot	N/A	

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 \$

=====

HAVE YOU INCLUDED ATTACHMENT 1 PER SECTION 4.3? _____

HAVE YOU INCLUDED ATTACHMENT 2 PER SECTION 4.7? _____

PLEASE INDICATE YOUR PERCENT MARKUP. ____%

WHAT IS YOUR WARRANTY PERIOD PER SECTION 4.9? _____

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

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.

Attachment 1 – Proposed Inspections

Per Section 4.3, this attachment must be completed and included with your bid to be further considered.
Please provide a detailed description of items covered in your firm's proposed inspections.

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, text, or other markings on the page.

Attachment 2 – Wage Rates

Per Section 4.7, this attachment must be completed and included with your bid to be further considered.
Please provide details of your firm's hourly wage rates.

[illegible]

