



Roofing Materials for Summer Rehab Program
EVENT # 3088

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

4.0 The purpose of these specifications is to describe the requirements for roofing materials for the World Changers program. The City of Savannah is providing roofing materials for this program. This program will take place during the summer with volunteer youth contributing labor to refurbish houses in low income areas.

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.

A pre-bid conference has been scheduled to be conducted at the Purchasing Department, Third Floor, City Hall, 2 E. Bay Street, Savannah, Georgia. 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 Quantities shown are estimated quantities for the entire period.

4.2 Approximately 80 houses will be involved.

4.3 Bid price must include delivery to the job site.

4.4 Other miscellaneous materials will be required. There is a line item for discounted price on miscellaneous materials. Submit the total amount for each line item as the materials cost (\$10,000) minus the percentage discount. For example, if your discount is 65% you would enter \$3,500 as your total discounted cost. This is an optional discount. If you choose not to provide a discount, please enter \$10,000 on line item 27.

4.5 The successful bidder must agree to the following delivery requirements (subject to change):

- A detailed list of materials for each house will be provided to the vendor two weeks prior the construction dates.
- The bulk of the deliveries shall be made between June 11th and July 29th. Specific program start dates will be provided for: 1) World Changers 2) Mission Serve 3) Group Work Camp.

4.6 The City reserves the right to award this contract to a primary, secondary, and possibly tertiary vendor in order to ensure timely availability of materials.

4.7 All allowable charges will be for construction materials only. No additional charges for delivery will be accepted.

4.8 The approved vendor(s) must have, at a minimum, one designated facility located in Savannah, Georgia/Chatham County to supply materials. Proximity of business establishment will be a determining factor in evaluation and award of this contract. Facilities shall be located in a convenient location within Chatham County. If multiple locations exist, please include addresses of all locations with bid. Bidder must provide the physical address of their distribution site.

Location: _____

4.9 The awarded contractor must submit a statement to support their capability to provide high volume (up to 60 sites) bulk deliveries in a short period of time. Statement should include size of fleet and truck/van size.

Size and Description of Fleet: _____

4.10 All activity, ordering, charges and returns, on this account will be by approved Housing personnel only.

4.11 Pricing is requested for the specific items shown. These items are high usage items and prices shall be firm for the length of the contract. Other miscellaneous materials will be required. It is expected that these items will be priced at the most favorable pricing levels available.

5.0 General Specifications

5.1 The bid response must include the following documents in this order

- Bid Proposal Form
- Non-Discrimination Statement
- Proposed Schedule of MWBE Participation
- Other requested submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Bids may be submitted manually to the address listed in the bid documents or electronically via the supplier portal in sufficient time to ensure receipt by the Purchasing Department on or before 1:30 P.M. on the date specified in the web page listing for this event. Requested documentation may be attached to the bidder's response. A supplier guide for assistance in submitting responses can be found by clicking on the Important Documents tab of the Purchasing SavEPro webpage at: <http://www.savannahga.gov/index.aspx?NID=591>

5.3 Original invoices should be sent to:
City of Savannah
P.O. Box 1027
Savannah, GA 31402

- 5.4 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation.
- 5.5 To submit and be awarded bids, bidders must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.
- 5.6 This is an annual contract and prices are to be held firm for a period of one (1) year 12 months). This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

EXCEPTION SHEET

Event #3088

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
3rd Floor, City Hall
P. O. Box 1027
Savannah, Georgia 31402
ATTN: Purchasing Director

EVENT NUMBER: 3088

Business Location: (Check One)
 Chatham County
 City of Savannah
 Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE.
PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.**

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: _____)

INDICATE OWNERSHIP STATUS OF BIDDER
(CHECK ONE):

NON-MINORITY OWNED ASIAN AMERICAN
 AFRICAN AMERICAN AMERICAN INDIAN
 HISPANIC OTHER
 WOMAN (non-minority) MINORITY (describe) _____

Do you plan to subcontract any portion of this project? Yes _____ No _____

If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

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	ESTIMATED QUANTITIES	UNIT PRICE	TOTAL PRICE
1	Roofing shingles, 3 tab, 20 year, one standard color , to be selected after award	770 Bundles		
2	Roofing shingles, double –layer random design, 30 year, one standard color, to be selected after award	3840 Bundles		
3	Waterproofing/Moisture protection roof underlayment	45 Rolls		
4	30 LB felt	240 Rolls		
5	Drip edge, galvanized	4200 LF		
6	Non Venting Skylight & Flashing Kit (Approx. 24 in X 24 in)	5 Each		
7	Roof Tar (1 gal cans)	5 Each		
8	Roofing Nails (5 lb. box)	40 Each		
9	Turbine Vents w/base 12"	5 Each		
10	Button Caps Nails 1", lg box	52 Bucket		
11	Vent Flashing (boot) 2 ½"	10 Each		
12	Vent Flashing (boot) 4"	10 Each		
13	8CC Nails, (5 lb box)	40 Boxes		
14	RIDGE VENTS, shingle over	240 LF		
15	Self-Adhering Modified Bitumen Membrane Base sheet	10 Rolls		
16	Self-Adhering Modified Bitumen Membrane Cap sheet	20 Rolls		
17	Coil Stock Nails 1 1/4"	10 Boxes		
18	Roofing Elastomastic Sealant 10oz	20 Tubes		
19	Retrofit boot flashing ZipSeal 5 3/8"	20 Each		
20	Louver Vent Slant Back 730 BL	10 Each		
21	Rain Diverter 10 ft mill finished	29 Each		
22	OSB Board	179 Each		

23	Roofing Sealant (roofing cement)	42 Tubes		
24	Large drip edge	300 LF		
25	1-1/4 Galvanized Nails	10 Box		
26	8" Galvanized Wall Flashing	160 LF		
			Percent (%) Discount	
27	Misc. Materials Discount *	\$10,000	_____% DISC	Total Discount Price= \$10,000 - (\$10,000 x __%)

* This is an optional discount. If a discount will not be offered please enter \$10,000 on line item 27.

Amount of optional discount (entered as a whole number. Example: 10%) _____%

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

**** Highlighted portion above is only needed when bids are to be accepted manually AND electronically. The highlighted portion above should be deleted if bids are being accepted electronically only****

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #

DATE _____

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, and women;
- (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

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. 3088

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.

11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.