

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
	Non-Discrimination Statement
	Attachments
	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: _____



SCRAP METAL AND RECYCLING

EVENT NO. 7334

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0** The purpose of this specification is to describe the sale of certain recovered scrap metals by the City of Savannah's Sanitation Department Refuse Disposal Division and other departments within the City.

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. All manually submitted bids must be submitted on the bid proposal form contained in these specifications to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, Coastal Georgia Center, 305 Fahm Street, Savannah GA 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** The Division of Refuse Disposal desires to sell discarded household appliances, commonly referred to as white goods, and other assorted scrap metals received at the City's landfill on Dean Forest Road and other City facilities.
- 4.2** Pricing for various options is requested. The base price offered for scrap metal shall be for material delivered by City personnel to the vendor's site (within 25 miles of midtown). A pricing differential (plus or minus) shall also be indicated for vendor pick up of the material at the City's Dean Forest Road Landfill, Bacon Park facility on Skidaway Road, and at other City departments.
- 4.3** The contractor will be responsible for the removal of Freon and other refrigerants, capacitors, and oils from units requiring such service. The contractor must adhere to all regulations set forth by the Georgia Environmental Protection Division and will maintain certification in refrigerant recovery. The contractor must certify its compliance with this requirement.
- 4.4** The contractor shall assume liability for all applicable local, state, and federal laws, including, but not limited to, environmental regulations related to the packaging and transportation of the material.
- 4.5** The contractor agrees to hold the City harmless from any and all legal action that may result from the contractor's action in handling the material.
- 4.6** If the contractor's containers will be used for collection of metal recyclables, the contractor must remove stockpiled materials from the landfill within 24 hours of notification except for weekends and holidays.
- 4.7** **Special Conditions**
- 4.7.1** **Termination:** The City of Savannah reserves the right to terminate this contract upon written notice of default to the contractor upon non-performance or violation of contract terms. The City of Savannah further reserves the right to terminate this contract by written notice to the contractor upon determination of improved market conditions by review of the prevailing rates for the sale of scrap metal. Such review will be made by the City on a quarterly basis.

- 4.7.2 Basis of Award:** This award will be made to the highest responsible bidder offering the highest revenue return to the City, considering the various options outlined, meeting all terms and conditions stated herein.
- 4.7.3** This is an annual contract. Prices shall remain firm. 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. The first term of this contract shall begin upon award and shall end on December 31, 2020. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.
- 4.7.4** The price to be offered to the City shall be on a short ton (2000 pound) basis. Tonnage is to be verified by the City Landfill Administrator and/or Refuse Disposal Director.
- 4.7.5** Payment to be made to:

City of Savannah Revenue Department
132 E. Broughton Street
Savannah, Georgia 31401.

- 4.7.6** Account is to be paid in full within thirty (30) days of billing. Failure to make timely payment after invoicing shall constitute grounds for default and termination of contract.

5.0 General Conditions

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

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation

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** Vendor is responsible for determining and acknowledging any amendments issued in connection with this bid solicitation. Addenda must be acknowledged in order for bids 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** Bidder acknowledges that by submitting a bid for this event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of bidder.
- 5.6** All bids must be submitted in **DUPLICATE**.

EXCEPTION SHEET

Event # 7334

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
305 Fahm Street
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 7334
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.	Scrap Metal (Delivered)	750 Tons		
2	Scrap Metal (Stockpile) Differential (+or-)	750 Tons		

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 \$

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://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.