4.0 The purpose of these specifications is to describe requirements for an annual contract for sewer back-up cleaning services for the City of Savannah’s Sanitary Sewer Conveyance and Water Distribution Department.

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, City Hall, third floor, 2 East Bay 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 The contractor shall furnish all labor, materials, and equipment required to perform operations necessary for sewer back-up cleaning services as outlined herein.

4.2 The City of Savannah system has a network of approximately 750 miles of sewer lines. The Savannah system includes areas within the City limits, Wilmington, Whitemarsh, and Dutch Islands, Georgetown, Southbridge, Chatham Parkway, Savannah Industrial Park, Crossroads, and other areas.

4.3 Upon receipt of customer service request for sewage back-up into residential or commercial establishment, City Sewer Maintenance personnel shall investigate stoppage by ensuring City of Savannah sewer line is clear and wastewater is no longer entering property. Upon completion of investigation, the City dispatcher shall notify the contractor of service requirements and provide the following information:

   A. Name, address, and phone number of resident requiring service.
   B. Name and number of City Sewer Maintenance representative for job site.

4.4 The contractor shall respond within one (1) hour after notification of service request. In addition, the contractor must be available 24 hours daily, including weekends and holidays.

4.5 The successful bidder shall perform the necessary cleaning procedure(s) required on a case by case basis and perform removal of sewage back-up and/or odor from affected premises.

4.6 Jobs shall include, but not be limited to, the following:

   A. Safeguard all property in work area.
B. Remove all waste and debris from affected areas.
C. Wet vacuum of carpet, hardwood, linoleum/tile, or ceramic tile floors.
D. Carpet extraction cleaning.
E. Sanitization.
F. Removal and replacement of furniture and appliances for cleaning purposes.

4.7 The contractor shall provide a project manager who shall be responsible for the competent performance of work and assigned tasks. The project manager shall have full authority to act for contractor.

4.8 The contractor’s personnel shall present a neat appearance and be easily recognized while at the jobsite. Appropriate language and behavior shall be exhibited at all times.

4.9 The contractor shall be responsible for safeguarding all property in the prescribed work area. Facilities and equipment shall be secured at close of each work project. The contractor shall only allow authorized personnel on job sites.

4.10 If a service call is made, but service is refused by the owner, a service call charge shall be allowed and this charge shall be indicated on the bid proposal form. This charge will not be applicable on routine calls where service is performed and billed under terms of this contract.

4.11 Pricing for this contract shall consist of two (2) main sections. The first section will require a specific unit price for various cleaning, extraction, and sanitizing tasks as outlined on the bid proposal form. The second section, for items not covered under specific pricing, an hourly crew labor rate will be indicated. Crew rates shall be based on a two (2) person crew and shall include all job classes involved and shall include all overtime and off-hour premiums. Any materials purchased by the contractor based on City direction will be billed to the City at a ten percent (10%) upcharge from vendor acquisition fees to cover overhead, etc.

4.12 Guidance for removal of carpeting versus attempts at restoration of carpet shall come from City of Savannah Sewer Maintenance management personnel. This guidance shall be issued by supervisor or higher management.

4.13 Insurance Requirements

4.13.1 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.

4.13.2 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.

4.13.3 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.

4.13.4 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

4.13.5 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 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
- Other submittals as stated

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 #4986

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)

Event Number: 4986

City of Savannah Purchasing Department
3rd Floor, City Hall
P. O. Box 1027
Savannah, Georgia  31402

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

ATTN: Purchasing Director

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY’S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAH.GA.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: ____________)

INDICATE OWNERSHIP STATUS OF BIDDER (CHECK ONE):
_____ NON-MINORITY OWNED     _____ ASIAN AMERICAN
_____ AFRICAN AMERICAN     _____ AMERICAN INDIAN
_____ HISPANIC     _____ OTHER MINORITY (describe) _______
_____ WOMAN (non-minority)

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.
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION</th>
<th>ESTIMATED QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Service Call (if no work is done)</td>
<td>10 Each</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Outside of Business Hours Response Charge (outside of normal business hours)</td>
<td>10 Each</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Water Extraction (per square foot)</td>
<td>10,000 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Floor Sanitizing (per square foot) Hard Floor or Carpet</td>
<td>10,000 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Glue-down Carpet Removal (per square foot)</td>
<td>3,000 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Carpet and Pad Removal (per square foot)</td>
<td>5,000 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Carpet Lift (includes removal of pad per square foot)</td>
<td>3,000 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Carpet Relay (exclusive of pad costs per square foot)</td>
<td>3,000 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Air Scrubber (minimum 400 cfm, HEPA and charcoal filtered, per day with monitoring)</td>
<td>40 Days</td>
<td>40 Days</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Air Mover (minimum 500 cfm, per day with monitoring)</td>
<td>40 Days</td>
<td>40 Days</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Dehumidifier (minimum 120 pints per day with monitoring)</td>
<td>40 Days</td>
<td>40 Days</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Carpet Cleaning (per square foot)</td>
<td>5,000 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Tile Removal and Disposal (per square foot)</td>
<td>500 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Baseboard Removal and Disposal (per 1 foot)</td>
<td>1,000 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Remove Carpet Tack Strip (per 1 foot)</td>
<td>1,000 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Clean and Sanitize Walls and Floors</td>
<td>1,500 Square Feet</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Crew Rate (per 2-person crew, per hour for hourly work efforts such as cleaning bathrooms, moving contents and PPE materials)</td>
<td>100 Hours</td>
<td>100 Hours</td>
<td></td>
</tr>
</tbody>
</table>

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? ______

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 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. ______

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.

<table>
<thead>
<tr>
<th>Name of M/WBE Participant</th>
<th>Name of Majority Owner</th>
<th>Telephone</th>
<th>Address (City, State)</th>
<th>Type of Work Sub-Contracted</th>
<th>Estimated Sub-contract Value</th>
<th>MBE or WBE</th>
<th>Certified? (Y or N)</th>
<th>Certifying Agency? (City of Sav. or Other)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Joint Venture Firms</th>
<th>Level of Work</th>
<th>Financial Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.