

## **MACHINE SHOP REPAIRS, WELDING, AND MISCELLANEOUS PLANT MAINTENANCE**

**Event No. 6983**

### **SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe services for machine shop repairs, welding and fabrication, and miscellaneous plant maintenance for various departments throughout 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. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

Material percentage (%) markup has been requested for Machine Shop and Miscellaneous Maintenance. It has also been requested for Welding. The formulas are provided for you on the Bid Proposal Form (Item No. 2 and 4).

If submitting electronically, submit the total amount for line item number 2 and 4 as the materials cost plus the percentage markup cost (ex. If your markup is 10% and the materials cost is \$8,000 then you would enter \$8,800 as your total markup cost). Also, specify your percent markup as a whole number in the questions section of this event.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 301 West Oglethorpe Avenue, 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 General Description**

Work performed under this contract will be requested by several City departments with the bulk of the work for the Industrial and Domestic Water Treatment Plant, the President Street Water Quality Control Plant, Public Works and Water Resources and any other City departments or divisions.

#### **4.2 Types of Work to Be Performed**

Work performed under this contract will consist of three major areas: machine work, welding and fabrication, and miscellaneous plant maintenance work.

4.2.1 Miscellaneous machine work on equipment and machinery typically used in the water and wastewater industry, involving all types of machine tools including, but not limited to:

- a) Lathes, bench grinders, surface grinders, horizontal and vertical milling machines, assorted hand and bench power tools, hydraulic presses, and dynamic balancing machines.
- b) Machining new shafts and keyways to original equipment manufacturer (OEM) specifications.
- c) Metallizing and machining shafts to original equipment manufacturer specifications
- d) Build-up, machining, and dynamically balancing pump, blower, and fan impellers to original equipment manufacturer specifications

4.2.2 Welding operations including, but not limited to:

- a) Metal heating and cutting with oxyfuel torches;
- b) Oxyacetylene welding, brazing and soldering;
- c) Shielded metal arc welding in the flat, horizontal, vertical and overhead positions;
- d) Gas Metal Arc Welding (GMAW/MIG) in all positions;
- e) Gas Tungsten Arc Welding (GTAW/TIG) in all positions;
- f) Use of arc welding in joining pipe sections;
- g) All types of metallizing; and
- h) Must have portable welding equipment.

4.2.3 Miscellaneous plant maintenance work as directed by City personnel such as:

- a) Install bearings, sleeves, bushings, and seals.
- b) Install, either through pressing or heating, large bearings, and gears.
- c) Heating of bearings shall be to industrial standards using approved methods.

- 4.3 It is intended that the successful bidder be capable of performing all work required under this contract in its own machine shop including metallizing work and dynamic balancing. While it is recognized that some specialized work may be subcontracted by the successful bidder, the amount and type of such subcontracting will be a factor in determining qualified vendors (See attached Bidder's Qualification Form).
- 4.4 The bidder must provide adequate moving, lifting, and transportation capability for all equipment covered under this contract. For rental of such equipment not owned by the successful bidder(s), it is expected that the rental price paid by the bidder will be billed to the City with no mark-up.
- 4.5 The bidder must provide a written warranty satisfactory to the City covering all parts, when supplied, and labor. The warranty timing applies to in-service dates and must be for a period of one year minimum.
- 4.6 Each bidder shall complete the attached Bidder's Qualifications Form and submit with their bid response.
- 4.7 Each bidder shall indicate total hourly wage rates. This wage rate will be used for straight time and/or overtime and will all include all miscellaneous tools and small equipment.
- 4.8 Each bidder shall indicate the percentage markup from their procurement cost for parts and materials used under this contract. Vendor invoices for parts/materials over \$100 shall be submitted with invoices.
- 4.9 The City reserves the right to award this contract to primary, secondary, and tertiary contractors in some or all categories.
- 4.10 On any specific job, the City reserves the right to solicit estimates from the secondary vendor if initial estimates from the primary vendor are deemed excessive. Also, the City reserves the right to solicit bids outside of this contract for specific jobs if deemed appropriate.
- 4.11 Response time on most non-emergency jobs shall not exceed 48 hours from notification. For emergency jobs, response time shall not exceed four hours. Response time is defined as having manpower and equipment on site ready to begin work. The response times specified include weekends and holidays.

4.12 Insurance Requirements

4.12.1 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

#### 4.12.2 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

#### 4.12.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employers 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

#### 4.12.4 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

#### 4.12.5 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

4.13 This is an annual contract and prices are to be held firm for a period of one year. This agreement may be renewed for up to four additional 12 month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

#### 4.14 Satisfaction of LDBE Goals; Good Faith Effort

The City of Savannah has established a 20% DBE goal for this project of which at least 10% must be met by a Local DBE which is set forth in the guidelines below:

- a. A bid shall be considered non-responsive unless a bidder meets either the LDBE goal established for the contract or demonstrates good faith effort to meet the LDBE goal.
- b. In order to meet the LDBE goal of a solicitation, a bidder entity must submit the following information:
  - i. The names and addresses of each LDBE that will participate in the contract;
  - ii. A description of the work that each LDBE will perform;
  - iii. The percentage of the contract value that each LDBE will receive.
  - iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each LDBE whose participation the bidder submits to meet the contract goal; and
  - v. Written confirmation, in a form acceptable to OBO, from each LDBE that it will participate in the contract as indicated by the bidder.
- c. The bidder should submit the above information as follows:
  - i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
  - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after OBO notifies the bidder that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.

i. A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.

ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:

1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified LDBEs (or LDBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the LDBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of LDBEs.
2. Identifying the portions of the contract that could reasonably be performed by a LDBE in order to increase the likelihood that the LDBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by LDBEs.
3. Providing each interested LDBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
4. Negotiating in good faith with each interested LDBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of LDBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested LDBE to perform the work. The fact that there may be some additional costs involved in subcontracting with LDBEs is not in itself sufficient reason for a bidder's failure to meet the contract LDBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.

iii. In determining whether a bidder has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.

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 Copies: One unbound, printed and signed original and one identical, printed copy of the bid must be submitted in response to the bid.

5.3 Original invoices should be sent to:

City of Savannah  
Accounts Payable  
P.O. Box 1027

Savannah, Georgia 31402

- 5.4 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.
- 5.5 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://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.

**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

City of Savannah Purchasing Department  
301 West Oglethorpe Avenue  
2<sup>nd</sup> floor  
Savannah, Georgia 31401  
ATTN: Purchasing Director

**EVENT NUMBER: 6983**

**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.

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Machine Shop and Miscellaneous Maintenance - Labor	1100 hr		
2	Machine Shop and Miscellaneous Maintenance – Material % Markup Line Item Total = \$8,000 Material + (\$8,000 x ___% Markup)	\$8,000		N/A
3	Welding - Labor	600 hr		
4	Welding – Material % Markup Line Item Total = \$1,100 Material + (\$1,100 x ___% Markup)	\$1,100		N/A

(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 BID \$ \_\_\_\_\_

Please specify material percent markup of: Line 2 \_\_\_\_\_; Line 4 \_\_\_\_\_

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