

Bidder’s Checklist –Requirements

This checklist shall be attached to the 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 2 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

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

Signature: _____ Date: _____



Zero Turn Mowers

EVENT NO. 6753

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe the requirements for four 52-inch Zero Turn Mowers to be used by the Water Reclamation Department at the President Street Plant.

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 not been scheduled for this event.

- 4.1 Approved Manufacturer/Model: SCAG Cheetah 52-inch or approved equal

- 4.2 The engine requirements are as follows:

- a) Two cylinder V twin electronic fuel injection.
- b) Minimum 23 net horsepower.
- c) Air cleaner: dry type, dual element.
- d) Muffler/exhaust: with heat shield.
- e) Fuel tank capacity: ten gallons minimum.
- f) Starting system: Electric start 12 volt.

- 4.3 Transmission

- A. Dual hydro-gear transaxle.
- B. Maximum travel speed minimum 10 miles per hour at maximum repetitions per minute.

- 4.4 Hydraulics

- A. Spin on filter
- B. Instruments: Tachometer with hour meter, oil pressure, fuel gauge, coolant temperature, battery warning light.

- 4.5 Tires

- A. Front 13 by 6.5-6 four ply semi pneumatic
- B. Rear 23 by 9.5-12 pneumatic

- 4.6 Keys: Four sets of keys shall be provided by the vendor.
- 4.7 Vendors shall have a full parts and service facility. Please state location and distance of your parts and service facility from 6900 Sallie Mood Drive, Savannah, Georgia 31406.
- 4.8 52 Inch Mowing Deck
 - 4.8.1 Must be Velocity Plus 52 inch mowing deck, or approved equal.
 - 4.8.2 Cutting width: 52 inches.
 - 4.8.3 Number of blades: Three blades and three spindles.
 - 4.8.4 Blade thickness: .312 inches.
 - 4.8.5 Drive type: Shaft drive rotary mower with spiral gear box.
 - 4.8.6 Blade drive: Double angle belt (hex section).
 - 4.8.7 Spindles: One inch.
 - 4.8.8 Cutting height: One and one-half inch to five and one half inches.
 - 4.8.9 Cutting height adjustment: One-half inch Movement, six stage adjustable.
 - 4.8.10 Mower off-set: 12 inches minimum.
 - 4.8.11 Deck material: Heavy duty steel deck with bumper guard, thickness .14 inch (3.6 mm) minimum.
 - 4.8.12 Bearings: Greaseable through spindles.
 - 4.8.13 Seat: seat with seat belt and PTO interlock automatic switch.
 - 4.8.14 Discharge: Right.
- 4.9 Air filter: Heavy-duty, dry pre-cleaner paper element.
- 4.10 Oil filter: Replaceable integral.
- 4.11 Charging type automotive, 40 AMP alternator minimum.
- 4.12 A qualified technician shall provide complete on-site training to City of Savannah personnel. Training shall include safety, operation, maintenance, and service.
- 4.13 Vendor shall prove a technician within 24 hours of notification of a breakdown during the warranty period.
- 4.14 Previous model year vehicles (new, never titled) are acceptable if available.
- 4.15 The successful bidder will be responsible for applying for all Georgia tags and titles. Associated costs should be considered in the bid price.

- 4.16 No dealer advertising is to be on any vehicle.
- 4.17 Bid will be accepted from vehicle dealerships only. No bids from vehicle brokers will be considered.
- 4.18 All vehicles and vehicular equipment delivered to the City must be accompanied by two (2) copies of complete parts, shop repair, and operator's manuals. The parts manuals must show all component parts including, but not limited to, component assemblies and their substitute components identified by manufactures part number. Any component or sub-assembly not manufactured by the O.E.M. must be identified including the name of the manufacturer of said component and said manufacturer's part numbers and nomenclature. All parts information must be specific to the unit delivered to the City. All shop repair manuals will include, but not be limited to the following. Complete disassembly instructions, adjustment and replacement procedures, wiring diagrams, hydraulic schematics (where applicable), hose routing, location and function of sensors, time standards where available, and troubleshooting guide.
- 4.19 All vehicles must be accompanied by a factory recommended preventive maintenance schedule including procedures, time, hours, mileage intervals, pre-placement part numbers, and fluid specifications.
- 4.20 The City reserves the right to order additional units outside of the number specified herein during the calendar year 2019 and 2020. If the vendor does not desire to provide the unit at the original bid price, the vendor is under no obligation to do so.
- 4.21 Failure to comply with the above without prior written exemption may result in cancellation of order. In cases, where failure to comply is not discovered until after payment has been made, the City reserves the right to revoke bidding privileges for failure to comply.
- 4.22 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in conjunction with this event must be acknowledged in order for a bidder's response to be considered.
- 5.0 General Conditions
- 5.1 This contract will be awarded to the vendor offering the lowest net price and the earliest possible delivery date to the City, and meeting or exceeding all specifications herein.
- 5.2 Delivery will be made to:
- Fleet Services Department
City of Savannah
6900 Sallie Mood Drive
Savannah, GA 31406
- All delivery and handling charges shall be included in the unit price.
- The successful bidder shall coordinate delivery of the vehicle(s) with the Fleet Services Department at (912) 351-3891.
- 5.3 Proposed language: 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.
- 5.4 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

- 5.5 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.
- 5.6 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.
- 5.7 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 #6753

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
301 West Oglethorpe Avenue
2nd floor
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 6753

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	Zero Turn Mower	4 each		

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

WHAT IS THE LOCATION AND DISTANCE OF YOUR PARTS AND SERVICE FACILITY FROM 6900 SALLIE MOOD DRIVE PER SECTION 4.12? _____

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

SECTION 01310
DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS

The City of Savannah actively encourages employment and participation of small and disadvantaged businesses in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that disadvantaged business enterprises (DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has not established a DBE goal for this project.

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of disadvantaged business enterprise participation (Sec. 01310-4) and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

Failure to submit the required documents shall result in the bid not being read or considered.

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of DBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for DBE subcontracting in trades with established availability of DBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to DBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be debarred from participating in future City contracts.

The contractor is required to fulfill any DBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to**

any substitution.

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any DBE listed in the completed form entitled "Proposed Schedule of DBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

The State of Georgia Department of Transportation maintains a website listing of Disadvantaged Business Enterprises located at www.dot.ga.gov/PS/Business/DBE

Chatham County Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

GA Tech Procurement Assistance Center maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

Savannah/Hilton Head International Airport Commission maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at www.savannahairport.com

Small Business Assistance Corporation maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at www.sbacsav.com.

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://verify.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.