



## SECTION 4

### EVENT # 4961 STRUCTURAL WELDING FABRICATION FOR THE LANDFILL

#### SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe services to perform structural welding fabrication services to the Dean Forest Landfill. This includes, mobilizing to City facilities and performing welding services. This includes during inclement weather and emergency situations.

Material percentage (%) markup has been requested for welding. The formulas are provided for you on the bid proposal form (Item no. 2).

If submitting electronically, submit the total amount for line item number 2 as the materials cost plus the percentage markup cost (ex. If your markup is 10% and the materials cost is \$1,100 then you would enter \$1,210 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 Department, Third Floor, City Hall, 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.

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. Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

- 4.1 Work performed under this contract will be requested by the Sanitation Bureau.

- 4.2 Types of Work to Be Performed

Work performed under this contract will consist of three major areas: welding, fabrication, and container maintenance.

- 4.2.1 40 yard compactor boxes.
- 4.2.2 20 and 30 yard open-top container.
- 4.2.3 Plate steel welding and maintenance for disposal walls at our facilities.
- 4.2.4 Construct safety handrails and steps for transition of elevations.

- 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. See Attachment 1- Bidder's Qualification Form. Attachment 1 must be included in your bid submission in order to be considered.
- 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 City reserves the right to award this contract to primary and secondary contractors in some or all categories.
- 4.6 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.
- 4.7 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.
- 4.8 Insurance Requirements

#### 4.8.1 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

#### 4.8.2 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

#### 4.8.3 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

#### 4.8.4 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

#### 4.8.5 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 Specifications

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 MWBE Participation
- Contractor affidavit and agreement
- Other requested submittals as stated

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

- 5.2 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.
- 5.3 Original invoices should be sent to:
- City of Savannah  
Accounts Payable  
P.O. Box 1027  
Savannah, GA 31402
- 5.4 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.
- 5.5 To be awarded a bid, vendor must be registered as a supplier on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

**EXCEPTION SHEET**

**Event # 4961**

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)**  
**(SUBMIT A MINIMUM OF TWO COPIES)**

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

**BID NUMBER: 4961**

**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](http://WWW.SAVANNAHGA.GOV). ALL MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THE BID PROPOSAL FORM CONTAINED IN THESE SPECIFICATIONS 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 MWBE participation. Also complete the schedule if you will be using any MWBE suppliers.**

**THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY**

| ITEM NO | DESCRIPTION                 | ESTIMATED QUANTITY | HOURLY RATE  | TOTAL |
|---------|-----------------------------|--------------------|--|-------|
| 1       | Welding - Labor             | 600 hr             |  |       |
| 2       | Welding – Material % Markup | \$1,100            | Line Item Total = \$1,100 Material + (\$1,100 x ___% Markup) |       |

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 \$  
=====

ARE YOU ABLE TO MEET ALL INSURANCE REQUIREMENTS LISTED IN THE SPECIFICATIONS? \_\_\_\_\_

ARE YOU ABLE TO MEET THE RESPONSE TIME REQUIREMENTS LISTED IN SECTION 4.11? \_\_\_\_\_

PLEASE SPECIFY MATERIAL PERCENT MARKUP OF: LINE 2 \_\_\_\_\_

DID YOU SUBMIT THE BIDDER'S QUALIFICATION FORM (ATTACHMENT 1) WITH YOUR BID PACKAGE? YES \_\_\_\_\_ NO \_\_\_\_\_

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.

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**Signature**

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**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. 4961

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](http://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 M/WBE 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 M/WBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit M/WBE 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.

ATTACHMENT 1

**BIDDER'S QUALIFICATIONS**

Per Section 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. This form must be included in your bid submission in order to be considered.

LEGAL NAME OF BIDDER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

WHEN ORGANIZED: \_\_\_\_\_

WHEN AND WHERE INCORPORATED: \_\_\_\_\_

LICENSED OR REGISTERED TO DO BUSINESS IN STATE OF GEORGIA: \_\_\_ YES \_\_\_ NO

LICENSED TO DO BUSINESS IN CITY OF SAVANNAH: \_\_\_ YES \_\_\_ NO

CITY OF SAVANNAH BUSINESS LICENSE NUMBER: \_\_\_\_\_

IF NO, IN WHAT GEORGIA MUNICIPALITY DOES YOUR COMPANY HAVE A BUSINESS LICENSE \_\_\_\_\_

BUSINESS LICENSE NUMBER FOR SAID GEORGIA MUNICIPALITY \_\_\_\_\_

FEDERAL I.D. NUMBER: \_\_\_\_\_

If Partnership, list all partners and their addresses:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

If there is no Georgia Partner, give name and address of agent for service of process in Georgia.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

If an individual owner is not a Georgia resident, give name and address of agent for service of process in Georgia.

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The foregoing statement of qualifications is submitted under oath:

Should the work require compliance with the Georgia State Construction Industry Licensing Board Rules and Regulations, the Contractor and any Subcontractor shall list the appropriate License number(s):

Main Contractor's License Number:

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Subcontractor #1 License Number:

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Subcontractor #1 Name:

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Subcontractor #2 License Number:

---

Subcontractor #2 Name:

---

Subcontractor #3 License Number:

---

Subcontractor #3 Name:

---

(List additional if appropriate)

Respectfully submitted,

Company Name

---

Street Address

---

City, State, Zip Code

---

By

---

---

Title

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Attach satisfactory evidence of the authority of the officer, or officers, signing on behalf of a corporation.

If you have no contracts with the City of Savannah in the past two (2) years, attach a list of the similar projects completed within the last five years.