SECTION 4

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

EVENT# 3990

STREET SWEEPER BROOMS

4.0 The purpose of these specifications is to establish an annual contract for the purchase of replacement brooms for Elgin Pelican and FMC street sweepers.

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.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, City Hall, third floor, 2 East Bay Street, Savannah, Georgia. 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 main broom shall consist of a 16 gauge steel tube, 66 inch x 8.625 diameter, with 18 brush-refillable strips made of polypropylene filament on polypropylene backing.

4.2 The gutter broom shall consist of four (4) standard oil-coated polypropylene segment material sections, 16-3/4 inch long, with 31 holes per segment, 17 wires per hole, .125 inch x .025 inch x 26 inch wire, and a 44 inch sweeping diameter.

4.3 Vendors shall agree to maintain stock levels necessary to provide immediate delivery. A minimum inventory of ten (10) main brooms and 40 gutter brooms shall be maintained.

4.4 All parts shall be delivered FOB City Street Cleaning Department, City Lot, 702 Stiles Avenue, Savannah, Georgia 31415. Delivery should be completed within four (4) working days following receipt of firm order.

5.0 General Specifications

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

- Bid Proposal Form
- Non-Discrimination Statement
- Proposed Schedule of MWBE Participation
- Other requested submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.
5.2 Bids may be submitted manually to the address listed in the bid documents or electronically via the supplier portal in sufficient time to ensure receipt by the Purchasing Department on or before 1:30 P.M. on the date specified in the web page listing for this event. Requested documentation may be attached to the bidder’s response. A supplier guide for assistance in submitting responses can be found by clicking on the Important Documents tab of the Purchasing SavEPro webpage at: http://www.savannahga.gov/index.aspx?NID=591

5.3 Original invoices should be sent to:

City of Savannah
P.O. Box 1027
Savannah, GA 31402

5.4 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in connection with this event must be acknowledged in order for bidder’s responses to be considered.

5.5 To submit and be awarded bids, vendors must be registered as suppliers on the City of Savannah’s website at www.savannahga.gov.

5.6 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 four (4) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

5.7 Bidder acknowledges that by submitting a bid for the specified 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 the bidder.

5.8 Bonding:
(Where applicable)

[ ] (A) Each bidder shall post a bid bond, certified check or money order made payable to the City in the amount of 5% of the bid price. A company check is not acceptable. No bids shall be read or considered without a proper form of security.

[X] (B) No bond, certified check, or U.S. Money Order is required.

[ ] (C) Bidder shall post a payment / performance bond, certified check or money order payable to the City in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet requirements of the contract including timely delivery, performance
specifications and warranty requirements. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.

[D] Bidder shall post a performance bond, certified check or money order in the amount of % of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee of timely delivery and that equipment, materials and/or goods are delivered according to specifications.

Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia, approved by the City, and must be executed on the attached forms. At the discretion of the City, other forms of security may be considered in lieu of a performance bond.
EXCEPTION SHEET

Event # 3990

If the commodity(s) 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  
3rd Floor, City Hall  
P. O. Box 1027  
Savannah, Georgia 31402  
ATTN: Purchasing Director  

EVENT NUMBER: 3990  
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. IF SUBMITTING A BID PROPOSAL MANUALLY, IT MUST BE SUBMITTED ON THIS FORM.  

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>MFR. PART NUMBER</th>
<th>ESTIMATED QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>1</td>
<td>Elgin Gutter Broom United Rotary Brush</td>
<td>#41-OCELP4</td>
<td>1,280 Each</td>
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<td>2</td>
<td>Strip Broom Mandrel United Rotary Brush</td>
<td>#27-AP66</td>
<td>26 Each</td>
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<tr>
<td>3</td>
<td>Strip Broom Refills United Rotary Brush (set of 18 strips)</td>
<td>#20-130660AP</td>
<td>210 Sets</td>
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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

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 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, 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. 3990
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>
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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>
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<tr>
<th>Joint Venture Firms</th>
<th>Level of Work</th>
<th>Financial Participation</th>
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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 included 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.