



SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

EVENT # 3086 TRAFFIC SIGN BLANKS

- 4.0 The purpose of these specifications is to describe traffic sign blanks to be purchased for use by the Traffic Engineering Department.
- 4.1 It is estimated that the City of Savannah will purchase the quantities indicated next to each item during the contract period. The bulk of the items will be purchased in two (2) lots during the year whenever possible. The City reserves the right to place additional orders for individual blanks as our requirements dictate.
- 4.2 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.
- 4.3 **Detailed Specifications:**
- 4.3.1 **Description**
The street sign blanks shall be of the size and shape specified; of the following described material; and fabricated and handled in the following manner:
- 4.3.2 **Base Metal**
The base metal of the sign blanks shall conform to the "Specifications for Aluminum and Aluminum Alloy Sheet and Plate", A.S.T.M. Designation B-209. Alloy 5052-H38 shall be used
- 4.3.3 **Thickness**
Signs - All signs shall be of eight-hundredths (.08) inch or more in thickness.
- 4.4 **Bolt Holes**
Twenty-four (24), thirty (30), and thirty-six (36) inch square and diamond sign blanks shall have three-eighths inch (3/8") holes drilled or punched into two opposite corners. On twenty-four (24) inch blanks, these shall be twelve (12) inches from the center of the blank on the diagonal joining two opposite corners; on thirty (30) inch blanks, these holes shall be fifteen (15) inches from the center of the blank on the diagonal joining two opposite corners; and on thirty-six (36) inch blanks, these holes shall be eighteen (18) inches from the center of the blank on the diagonal joining two opposite corners.
- 4.4.1 Octagonal sign blanks shall have three-eighths inch (3/8") holes drilled or punched on the vertical center line starting two (2) inches from the top of the sign for the first hole, with the second hole twenty-four (24) inches below the first hole. These measurements shall also apply for a thirty-six (36) inch triangular sign. The sixty (60) inch triangular sign shall have four (4) bolt holes, twelve (12) inches on each side of the vertical center line, beginning four (4) inches from the top of the sign for the first hole, with the second hole twenty (20) inches below the first hole.

4.4.2 Rectangular sign blanks eighteen (18) inches wide or less shall have a three-eighth (3/8) inch hole drilled or punched one and one-half (1 1/2) inches from edge in center on all sides. All other rectangular sign blanks shall have a three-eighth (3/8) inch hole drilled or punched three (3) inches from edge in the center of the narrow side and a three-eighth (3/8) hole drilled or punched three (3) inches from edge in center of the long sides.

4.5 **Radius:** As specified below:

<u>Size</u>	<u>Radius</u>
12"X6"	.75
24"X6"	.75
30"X6"	.75
36"X6"	.75
24"X8"	.75
30"X9"	.75
36"X9"	.75
42"x9"	.75
36"x12"	1.25
12"X18"	1.25
18"X18"	1.25
48"x18"	2.25
18"X24"	1.25
24"X24"	1.25
48"x24"	2.25
24"X30"	1.25
30"X18"	1.25
30"X30" Diamond	1.5
30"x30" Octagon	0
30"X30" Pentagon	1.75 Two corners at bottom
36"x30"	1.75
36"x36" Diamond	2.0
48"x48" Diamond	2.25
48" X 30"	2.25

4.6 **Metal Treatment**

4.6.1 **Degreasing**

Degreasing shall be done by one of the following methods:

A) **Vapor**

Vapor degreasing by total immersion of the sign in a saturated vapor of trichlorethylene or perchlorethylene. Trademark printing shall be removed with lacquer thinner or by a controlled alkaline cleaning system.

B) **Alkaline**

Alkaline degreasing by immersion in a tank containing alkaline solutions controlled and titrated to the solution manufacturer's specifications. Immersion time shall depend upon the amount of soil present and the gauge

of the metal.

4.6.2 **Etching**

Etching shall be done by one of the following methods:

A) **Acid**

Acid etching shall be done in a six to eight percent (6 to 8%) solution of phosphoric acid at 100^o F., followed by a thorough rinsing with cold water, which may be followed by a hot water tank rinse.

B) **Alkaline**

Alkaline etch shall be done by etching the pre-cleaned surface in an alkaline etching material that is controlled by titration, using the time, temperature, and concentration specified by the solution manufacturer, followed by thorough rinsing. Remove smut with an acidic-chromium-compound-type solution as specified by the solution manufacturer, then rinse thoroughly.

4.6.3 **Drying:** Drying shall be done by the use of any approved air drier.

4.6.4 **Handling**

Handling of the etched material between all cleaning and etching operations and the application of face material shall only be done by a device or clean canvas gloves. Care should be taken so that there shall be no opportunity for the metal to come in contact with greases, oils, or other contaminants prior to the application of the face material.

4.6.5 **Fabrication of Metal Parts**

Fabrication of all metal parts shall be accomplished in a uniform and workmanlike manner. All fabrication, including shearing, cutting, and punching of holes shall be completed prior to metal degreasing and application of the face material. The metal blanks shall be cut to size and shape, and be free of buckles, warps, dents, cockles, burrs, and defects resulting from fabrication. The finished blank shall be substantially a plain surface and flat with rounded corners.

4.7 **Inspection**

Upon request, the vendor shall furnish the City one sample of a lot or shipment, to be accompanied by a certificate stating that the metal used in the blank meets the requirements of the governing specifications.

Lot certification must accompany each order to the City of Savannah verifying that the shipment meets all the requirements of the governing specifications.

4.8 **Prices**

Bid price shall include all shipping and handling charges (Shipping is FOB to Central Warehouse and Traffic Engineering docks as indicated). Quantities given are estimates only. The City reserves the right to purchase more or less than the estimated quantities.



4.9 **Basis of Award**

4.9.1 Award will be made to the vendor offering the lowest net cost to the City who meets or exceeds these specifications. The City reserves the right to split the award should it be deemed in its best interest.

4.9.2 The City of Savannah reserves the right to split this award if deemed in the City's best interest.

5.0 **General Specifications**

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

- Bid Proposal
- Exception Sheet
- 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=590>

5.3 To submit and be awarded a bid, a vendor must be registered as a supplier on the City of Savannah's website at www.savannahga.gov.

5.4 Bidders must provide the manufacturer and part number of each item bid in the space provided on the bid form.

5.5 **Invoice procedures:**

Original invoices shall be mailed to:

City of Savannah
Accounts Payable Dept.
P. O. 1027
Savannah, GA 31402

Duplicate invoice should be sent to the using department.

5.6 The successful vendor must have the following items on every invoice to the City:

- A) The exact description of the purchased item as described in this contract,
- B) The unit price of the item,



- C) The purchase order number, and
 - D) The total of the invoice.
- 5.7 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation.
- 5.8 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 two (2) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.



BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)
SUBMIT A MINIMUM OF TWO COPIES

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

EVENT NUMBER: 3086

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.

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
- AFRICAN AMERICAN
- HISPANIC
- WOMAN (non-minority)
- ASIAN AMERICAN
- AMERICAN INDIAN
- OTHER MINORITY (describe) _____

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.

ITEM NO	DESCRIPTION	MANUFACTURER ITEM	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
BLANKS ONLY					
1	SIGN BLANKS 12 X 6 RECT HORIZ		100		
2	SIGN BLANKS 24 X 6 RECT HORIZ		1000		
3	SIGN BLANKS 24 X 8 RECT		20		
4	SIGN BLANKS 36 X 6 RECT		400		
5	SIGN BLANKS 30 X 6 RECT HORIZ		600		
6	SIGN BLANKS 30 X 9 RECT		400		
7	SIGN BLANKS 36 X 9 RECT		400		
8	SIGN BLANKS 12 X 18 RECT VERT		1000		
9	SIGN BLANKS 36 X 12 RECT HORIZ		100		
10	SIGN BLANKS 18 X 18 SQUARE		50		
11	SIGN BLANKS 18 X 24 RECT VERT		200		
12	SIGN BLANKS 42 X 9 RECT		200		
13	SIGN BLANKS 24 X 24 SQUARE		200		
14	SIGN BLANKS 24 X 30 RECT VERT		300		
15	SIGN BLANKS 30 X 30 OCTAGONAL		200		
16	SIGN BLANKS 30 X 30 DIAMOND		250		
17	SIGN BLANKS 30 X 30 PENTAGON		50		
18	SIGN BLANKS 48 X 18 RECT		30		
19	SIGN BLANKS 48 X 24 RECT		30		
20	SIGN BLANKS 36 X 30 RECT		10		
21	SIGN BLANKS 36 X 36 DIAMOND		30		
22	SIGN BLANKS 30 X 18		150		

ITEM NO	DESCRIPTION	MANUFACTURER ITEM	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
23	SIGN BLANKS 18 X 16 RECT		50		
24	SIGN BLANKS 36 X 36 OCTAGONAL		50		
25	SIGN BLANKS 48 X 48 DIAMOND		30		
COMPLETE SIGNS					
26	SIGN 30 STOP COMPLETE HIGH INTENSITY FACE		200		
27	SIGN 36 STOP COMPLETE HIGH INTENSITY FACE		200		
28	SIGN 30 X 18 CROSSWALK ARROW - RIGHT COMPLETE HIGH INTENSITY PRISMATIC		100		
29	SIGN 30 X 18 CROSSWALK ARROW - LEFT COMPLETE HIGH INTENSITY PRISMATIC		100		
30	SIGN 24 X 36 WRONG WAY COMPLETE HIGH INTENSITY PRISMATIC		20		
31	SIGN 24 X 9 STREET NAME COMPLETE HIGH INTENSITY PRISMATIC		100		
32	SIGN 36 X 36 X 36 YIELD COMPLETE HIGH INTENSITY PRISMATIC		50		
33	SIGN 48 X 30 ROAD CLOSE COMPLETE		20		
34	SIGN R1-6A STATE LAW STOP FOR PEDESTRIAN IN CROSSWALK YELLOW/GREEN COMPLETE		50		
35	SIGN R1-6A STATE LAW STOP FOR PEDESTRAIN IN CROSSWALK YELLOW/GREEN COMPLETE FIXED IMPACT RESISTANT/SELF RETURNING		50		



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



EXCEPTION SHEET

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



NON-DISCRIMINATION STATEMENT

The prime contractor / bidder must certify 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.

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: _____



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.