



VICTORY DRIVE MEDIAN SOD INSTALLATION

EVENT NO. 4916

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for sod installation within the median of Victory Drive extending from just west of Skidaway Road by the intersection at Shuptrine Avenue to the City's eastern boundary at Downing Avenue that will be overseen by the City of Savannah Park and Tree Department.

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 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 Description of Work

The successful bidder shall prepare the site, amend the soil, and install centipede sod within the median of Victory Drive extending from just west of Skidaway Road by the intersection at Shuptrine Avenue to the City's eastern boundary at Downing Avenue.

- 4.2 The successful bidder shall:

- A. Reserve work space along any public streets or walkways by securing rights-of-way permits from City of Savannah's Traffic Engineering Department, and managing the safe flow of traffic while the work is being performed.
- B. Remove and discard any existing plant material or debris not required for this project.
- C. Prepare median for sod installation, to include cleanup and removal of debris, the addition of three inches (3") of peat moss tilled into the existing soil where sod is to be installed during rough grading of site, and fine grading of site prior to installing the sod.
- D. Furnish and install all sod as specified in accordance with the requirements of this bid document.
- E. Coordinate with the City's irrigation contractor to ensure that the installation of all sod is completed within 30 days after the irrigation system is installed, to occur between the rough

grading and the fine grading of the site. Coordination will be necessary to ensure there is no unnecessary delay between the different portions of the project.

F. Remove and discard any existing plant material not required for this landscape project.

4.3 The successful bidder shall use the following applicable standards:

- A. Occupational Safety and Health Administration (OSHA)
- B. American National Safety Institute (ANSI)
- C. Manual of Uniform Traffic Control Devices (MUTCD)

4.4 Qualifications

Bidders must have performed professional landscape services as their primary livelihood for the past five (5) years and provide documentation of their experience in Attachment 1, which must be submitted with the proposal to be considered. Furthermore, all bidders must also document in Attachment 1 three (3) references indicating past performance on jobs of similar scope to what is being proposed herein.

4.5 Utility Verification and Work Zone Issues

- A. The contractor shall contact the local utility companies for verification of the location of all underground utility lines in the area of the work. The contractor shall be responsible for all damage resulting from neglect or failure to comply with this requirement.
- B. An on-site walk-through is recommended to ensure that the successful bidder has knowledge of scope of project, work zone, layout, vehicular traffic patterns, logistical installation requirements, and scope of pre-planting site preparation.
- C. Work zone areas shall be in accordance with Georgia Department of Transportation and City of Savannah's Traffic Engineering Department utilizing proper barricades, signage, and flagging to ensure work zone is secure at all times.

4.6 Material Description

Sod shall be certified, nursery grown, strongly rooted, two (2) years old, and free of weeds, undesirable plants, and other material which will be detrimental or will hinder the proper development of the sod. The nursery shall mow the sod grasses to a height not to exceed two and one-half inches (2.5") and thoroughly water before lifting the sod. The contractor shall cut sod to provide a minimum thickness of one and one-half inches (1.5") of soil adhering firmly to the roots. The contractor shall cut the sod in strips a minimum of fifteen inches (15") wide. The turf grass species and composition shall be approved by the City's landscape architect.

4.7 Installation Procedures

4.7.1 Installation of sod shall be in accordance with current horticultural industry standards.

- A. The City plans to have an automated irrigation system installed by its irrigation contractor as part of the overall scope of the Victory Drive Median Renovation Project. Prior to installation of the irrigation system, the successful bidder shall amend the soil in areas to receive sod and rough grade the site as described in Section 4.2.
- B. Finished grading shall be done after the irrigation system is installed and just prior to sodding. The entire area shall be carefully raked to a smooth surface free of clods, roots, or

stones one-half inch (1/2") or larger. Collected debris shall be removed from the site at no expense to the City.

- C. All operations must comply with local and state soil sediment control laws and regulations and all other federal and state applicable regulations.
- D. The contractor must comply with state and local soil erosion and sedimentation control wetland ordinances and other local, state, and federal laws. All projects are subject to daily inspections by the project manager and applicable City and State agencies. Non-compliance to any regulations set herein will result in interruption of installation until compliance is satisfied.

4.8 Detrimental Soil Conditions

The City's landscape architect is to be notified, in writing, of any detrimental soil conditions encountered. Detrimental soil conditions include, but are not limited to, poor drainage which the contractor considers detrimental to the growth of plant material. When detrimental conditions are uncovered, planting shall be discontinued until instructions to resolve the conditions are received from the City's landscape architect.

4.9 Maintenance of Sod Prior to Acceptance

- 4.9.1 Following the completion of installation, the contractor shall protect and maintain areas until acceptance of the project. Areas showing deficiencies, as determined by the City's landscape architect, shall be replaced as required.
- 4.9.2 Maintenance shall consist of watering, weeding, and furnishing and applying such sprays or other materials as necessary to keep plantings free of insects and diseases and in vigorous condition.
- 4.9.3 Planting areas and plants shall be protected at all times against trespassing and damage of all kinds for the duration of the maintenance period. If an area becomes damaged or injured, it shall be corrected or replaced as directed by the City's landscape architect at no additional cost to the City.

4.10 Final Acceptance of Project

- 4.10.1 The City's landscape architect shall inspect all work for acceptance upon written request of the contractor. The request shall be received at least seven (7) calendar days before the anticipated date of inspection.
- 4.10.2 Sod that is dead or not showing satisfactory growth, as determined by the City's landscape architect, shall be promptly removed and replaced by the contractor within ten (10) working days at no expense to the City.
- 4.10.3 If there are no deficiencies, the City's landscape architect shall certify in writing that the work has been accepted. Until this has been done no payment shall be authorized.

4.11 Insurance Requirements

- 4.11.1 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

4.11.2 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

4.11.3 Workers Compensation

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

Minimum employer’s 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

4.11.4 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

4.11.5 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 Conditions

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 M/WBE Participation
- Other submittals as stated

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

5.2 Original invoices should be sent to:

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

5.3 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.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.5 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 #4916

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
3rd Floor, City Hall
P. O. Box 1027
Savannah, Georgia 31402

EVENT NUMBER: 4916

ATTN: Purchasing Director

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.

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: _____)**

INDICATE OWNERSHIP STATUS OF BIDDER

(CHECK ONE):

NON-MINORITY OWNED ASIAN AMERICAN
 AFRICAN AMERICAN AMERICAN INDIAN
 HISPANIC OTHER
 WOMAN (non-minority) **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	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Site Prep - Includes Soil Amendments and Rough Grading	36,000 Square Feet		
2	Installation of Centipede Grass (Eremochloa ophiuroides - Sod Form) - Includes Fine Grading and Site Cleanup	36,000 Square Feet		

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 \$
=====

HAVE YOU INCLUDED ATTACHMENT 1 PER SECTION 4.4? _____

DO YOU HAVE THE REQUIRED INSURANCE? _____

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.

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: _____

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 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.

ATTACHMENT 1
(Bid will not be further considered without this attachment)

References

In the space below, list references as requested in section 4.4.

1. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Years of Service: _____

2. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Years of Service: _____

3. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Years of Service: _____

4. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Years of Service: _____

5. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Years of Service: _____