



## INTERIOR REHABILITATION OF RIVER STREET VISITOR CENTER

EVENT NO. 6713

### SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for the complete interior rehabilitation of the River Street Visitor Center consisting mainly in cosmetic changes due to water damage. The water filtration has been remediated and no exterior work will be performed with the exception of removal and updating of the signage located along the front facade.

This event is only open to Savannah Business Enterprise (SBE) certified firms. Responses received from non-SBE certified firms will not be opened or read aloud. For more information about the Savannah Business Enterprise program, please visit the City's Office of Business Opportunity's webpage (<http://savannahga.gov/483/Office-of-Business-Opportunity>).

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 been scheduled to be conducted at the Purchasing Office, 1375 Chatham Parkway, 2<sup>nd</sup> floor, Savannah, Georgia 31405. 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 Scope of work
- The main portion of the project will be the renovation of the restrooms, where flooring and wall finishes will be changed, ceilings will be assessed, repaired, primed and painted, installation of new plumbing fixtures, restroom accessories, toilet and urinal partitions, new countertops, sinks, restroom and welcome center lighting fixtures, door hinges limited to all interior metal doors.
  - The entire interior will be painted and new ceiling tiles and track system installed in the visitor's area, office and hall areas. New return air grills and diffusers will be installed throughout. All materials and equipment that will be replaced shall be of equal or better quality. The River Street Visitor Center will be closed during renovations and restroom facilities will not be available to the public.
- 4.2 Construction duration to be that of 70 calendar days from notice to proceed.

- 4.2.1 The scope of work shall include, but not be limited to the labor, materials, equipment and supplies to perform the repairs detailed in the plans.
- 4.2.2 The contractor shall be responsible for site security.
- 4.2.3 The contractor shall be responsible for obtaining a building permit from the City's Development Services Department. The permit has been applied for and can be picked up by the contractor. There is no charge for this permit.
- 4.2.4 Contractor shall be responsible for coordinating all inspections with the Development Services office and the City's testing contractor, including testing and certification of the backflow preventer and the clean out existing floor drains from structure.
- 4.2.5 The contractor shall be responsible for obtaining a Certificate of Completion from the City prior to opening. The City will not accept ownership of the project until a Certificate of Completion is issued and all punch list items are completed.

#### 4.3 Work restrictions

- 4.3.1 The contractor and any of its subcontractors shall observe and comply with the following site rules upon entering the job site:
- 4.3.2 The designated working hours of the River Street Visitor Center are Monday through Friday 8:00 a.m. to 5:00 p.m. If the contractor desires to work on the project outside of these hours he/she must receive permission from the City. **All end of the day work including site cleanup needs to be completed before closing. All work must be performed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.**
- 4.3.3 Upon departing from the work site, the contractor must secure the site.
- 4.3.4 Although the site will be closed during renovations, the City's main priority is the safety of our employees, visitors, and contractors. The Visitor Information Center is located on a public street occupied by general public at all times. Contractors are required to comply with all OSHA regulations to protect themselves and general public.
- 4.3.5 The contractor is allowed one motor vehicle on site unless otherwise authorized by the City. The contractor must comply with the site's 10 mile an hour maximum speed limit at all times when on site. The City reserves the right bar any contractor from the site for excessive speed or reckless driving. Any costs associated with injury to persons or damage to property will be borne by the contractor.
- 4.3.6 The Savannah Visitor Information Center is a venue where visitors, including children, frequently may be within view of the contractor and the job site. Neither the contractor, nor its employees or subcontractors, shall engage in any contact with minors at the sites or exhibit any foul language, loud music, or offensive behavior. The contractor and its employees or subcontractors must be neat in appearance. No clothing with offensive print or designs will be allowed. The playing of radios, record

or tape players is not permitted. If a member of the general public approaches a worker, the worker shall be courteous and respectful to all questions.

- 4.3.7 Appropriate attire for a construction site is required at all times. This includes, but is not limited to, steel-toed boots, hardhats, and appropriate construction clothing and personal protective equipment.
- 4.3.8 Consumption of alcohol on the premises will not be tolerated. Tobacco products shall not be used inside of any structures or in other designated areas. Tobacco product remnants should be disposed of properly. Possession or use of illegal drugs or other substances by the contractor shall not be permitted at the job site.
- 4.3.9 The contractor shall dispose of trash in the proper receptacles. It is the Contractor's responsibility to keep the work area clean and safe.
- 4.3.10 No open flames, torching of materials or use of grinders shall be permitted in the facility at any time. Any cutting of materials that could cause a fire should be done outside. Violators of this rule will be dismissed from the job site.
- 4.3.11 The contractor will comply with the building's no smoking policy. Anyone caught smoking within the building will be subject to a \$500 fine per instance.
- 4.3.12 The general contractor or its designated representative must be present on the work site at any time work operations are in progress. The designated representative shall be an employee of the general contractor.
- 4.3.13 The Real Estate Manager, and the engineer reserve the right to remove workers from the site and prevent their return to the project if these rules are not followed.

AUTHORITY HAVING JURISDICTION:	City of Savannah
OCCUPANCY CLASSIFICATION:	Business
CONSTRUCTION TYPE:	TYPE II B
GROSS PROJECT FOOTPRINT:	1,480 S.F.
ZONING:	BB
Exposure:	120 MPH Wind, 3-Second Gust
Flood Zone Designation:	X
Seismic Zone:	C

#### 4.4 **INSURANCE REQUIREMENTS**

##### **Commercial/ General/ Liability**

Limits (or higher):

General Aggregate: \$2,000,000

Products Completed Operations Aggregate:\$2,000,000

Each Occurrence Limit: \$1,000,000

Personal Injury Limit: \$1,000,000

Damage To Premises Rented To You \$1,000,000 Any One Event

Medical Expenses \$5,000 Any One Person

Required wording on policy and COI: This policy provides a Waiver of Subrogation in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees.

**Commercial Auto**

Required Limits: \$1, 000, 0000

Required Wording on policy and COI: This policy provides a Waiver of Subrogation in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees.

**Workers Compensation& Employers Liability (includes coverage all employees, volunteers and others under your direction and supervision)**

Limits:

Part A: Workers Compensation: Statutory

Part B: Bodily Injury By Accident: \$500,000 Each

Accident Bodily Injury by Disease: \$500,000 Policy

Limit Bodily Injury by Disease: \$500,000 Each Employee

Required Wording on policy and COI: This policy provides a Waiver of Subrogation in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees

**Commercial/ Umbrella**

Limits: \$1,000,000 per Occurrence & Aggregate

*(Minimum)*

Required Wording on policy and COI: This Umbrella follows form all of the coverages above are in underlying schedule including Waiver of Subrogation in favor of Mayor and Aldermen of the City of Savannah its agents and / or e m p l o y e e s

***Other /Items Required***

- Notice of Cancellation: No *Less* than 45 Day’s notice provided to certificate holder
- *All insurance carriers in the policy/ COI are required to have an AM Best Rating of A-IX or better*

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
- 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](http://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 # 6713

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  
1375 Chatham Parkway  
2<sup>nd</sup> floor  
Savannah, Georgia 31405  
ATTN: Purchasing Director

**EVENT NUMBER: 6713**

**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	INTERIOR REHABILITATION OF RIVER STREET VISITOR CENTER	1 Lot		

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 \$

=====

DO YOU HAVE THE REQUIRED INSURANCE? \_\_\_\_\_

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



**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](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.