

## OFFICE AND GENERAL FURNISHINGS FOR THE NEW ARENA

### EVENT NO. 8468

#### SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for furniture for the new arena.

THIS EVENT IS ONLY OPEN TO LOCAL SAVANNAH BUSINESSES THAT HAVE A CURRENT BUSINESS TAX CERTIFICATE THAT WAS ISSUED BEFORE APRIL 1, 2020. RESPONSES RECEIVED FROM NON-LOCAL VENDORS WILL NOT BE OPENED OR READ ALOUD.

Electronic responses will not be accepted for this event.

To enter pricing manually, complete the attached bid proposal form and attachment 1. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered. Attachment 1 with the itemized price list and must be submitted with a bid to be further considered.

A pre-bid conference has not been scheduled, all questions shall be directed to Johnnie L Coker, CPPB, Assistant Purchasing Director, [jcoker@savannahga.gov](mailto:jcoker@savannahga.gov).

- 4.1 The New Arena is currently being constructed near the corner Gwinnett Street and Stiles Avenue in Savannah, Georgia. The furnishings and equipment will be crucial to its lasting success. This event is soliciting general office and general furnishings, including dining furnishings (tables and chairs), star room furnishings, and outdoor patio furnishings for the facility. The successful vendor will be expected to procure these furnishings in a timely manner and then either store them at their risk or arrange for delivery in December when installation will commence. Vendors should propose the fee and terms for this procurement, off-site storage (if applicable), delivery, and installation.

All work will be coordinated by representatives of the City of Savannah and the general contractor - AECOM. Ultimate responsibility for a complete and final installation will be that of the selected vendor.

- 4.2 Schedule

4.2.1 The Arena will be substantially complete by December 1, 2021, after which furniture specified herein will be delivered and installed. AECOM will be performing final project punch list completion after that time but will not be contractually responsible for repairs and touch-up to work resulting from damage incurred during installation of furnishings. The entire premises will be documented photographically by an independent contractor, prior and subsequent to furnishings and equipment installation.

4.2.2 Installation of furnishings and equipment is scheduled to occur during the month of December 2021. Exact dates will be provided by the City as soon as substantial completion is achieved by AECOM. Successful bidder(s) will not be permitted to store any furnishings, equipment, materials, tools, or packaging on-site until installation work begins with a notice of commencement. After that notice, Vendor(s) will be limited to the immediate areas of their focus. No general storage on the premises or on-site is permitted. All work including installation, cleaning, removal of packaging and waste, and punch list item must be fully completed no later than thirty (30) days from notice to proceed. This completion time period may be extended solely at the City of Savannah's discretion.

### 4.3 General and Supplementary General Conditions

4.3.1 Work of this contract will be in strict accordance with the provisions of AIA Document A251-2007 General Conditions of the Contract for Furniture, Furnishings, and Equipment, and included hereinafter. All prospective bidders, by submitting a bid, fully acknowledge that they have read this document and understand its provisions.

4.3.2 All successful bidders will be required to provide evidence of the following insurance coverages in the form of an active Certificate of Insurance from a reputable insurance company with the Mayor and Aldermen of the City of Savannah listed as an additional insured.

Workman's Comp: statutory limits.

Automobile and truck: \$1,000,000 per occurrence.

Comprehensive General (Umbrella) Liability: \$1,000,000 per occurrence.

Contractual Liability: \$1,000,000 per occurrence.

All other listed coverages: \$1,000,000 per occurrence.

### 4.4 Procurement

Procurement will be in strict accordance with the City of Savannah's purchasing requirements and these drawings and specifications. Any discrepancies between requirements will be interpreted by the strictest requirement in either resource. All design related interpretations will be by City of Savannah and its architect (Perkins and Will) and shall be final. The selected furnishings and equipment are listed as the preferred basis-of-design items, with all manufacturers, model numbers, general sizes, locations, and color/materiality listed. Each of these items are representative of the item sought, but vendors may submit a substantially equivalent alternative of different make and model (Please see attachment one). Final decision on this equivalence will be made by Perkins and Will and the City, based upon a complete submittal of both the specified basis-of-design item and the proposed equivalent item, properly itemized, and submitted prior to the date for final questions posted by the City of Savannah's Purchasing Department. All equals will be posted in the final addendum by the City of Savannah. No substitutions after award of contract will be approved, except in case of unforeseeable conditions, and at the mutual discretion of Perkins and Will and the City of Savannah. Bidders/vendors must bid on every item included in each bid package. Partial bids will not be accepted.

### 4.5 Storage, Delivery, and Installation

4.5.1 Within seven (7) calendar days from award of contract, the successful package vendors will be responsible for furnishing City of Savannah with three (3), three-ring binders containing an itemized list of every item of furnishing and equipment to be provided, plus a tabbed folder for each item showing the specific item(s), size, color, materiality, a photograph, or other image of the actual item, installation instructions if any, and a shop drawing if composed of multiple parts and pieces. This Submittal will be reviewed and approved by City of Savannah and Perkins and Will within fourteen (14) calendar days or rejected and returned. Partial submittals will not be reviewed. Vendors may not install any furnishings or equipment until their Submittal is approved.

4.5.2 Delays in obtaining this approval which delay installation beyond the schedule shall not be a basis for a valid claim for additional time or compensation.

4.5.3 The successful vendor for each package shall be responsible for procurement, storage, delivery, installation, removal of all crating and packaging, clean up of premises, and disposal of all waste in a legal manner. Additionally, the successful vendor will be responsible for working with City of Savannah to prepare a punch list of all items to be repaired, replaced or otherwise made complete. Any damages to the existing premises by the vendor's installers will be the sole responsibility of the vendor to replace or repair to City of Savannah's satisfaction.

### 4.6 Closeout

4.6.1 Upon completion of the Punch List, the Vendor shall submit 2 three-ring binders with all manufacturer's instructions, maintenance recommendations and warranties, fully itemized. This Closeout binder shall also include the vendors' general warranty against defective materials and installation for a period of not less than one year from acceptance.

4.6.2 Once this information is received and approved by City of Savannah, the vendor may submit for final payment.

4.7 Additional Documents, please see attachment 1 for an itemized list of all furnishings.

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.

**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: 8468

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: \_\_\_\_\_)**

**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 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	TOTAL
1	New Arena Furnishings	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 \$  
=====

TIME REQUIRED FOR INSTALLATION AFTER RECEIPT OF ORDER: \_\_\_\_\_ DAYS

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

HAVE YOU INCLUDED YOUR ITEMIZED PRICE LIST (ATTACHMENT 1) TO SUPPORT YOUR TOTAL PRICE? \_\_\_\_\_

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