

**MERCER THEATRE CURTAIN REPLACEMENT**

**EVENT NO. 6225**

**SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe requirements for replacement stage curtains and track for the Johnny Mercer Theatre located within the Savannah Civic Center.

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, second 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 Specifications

Bidder shall supply the following equipment. All deliverables shall be FOB Savannah, Georgia.

4.1.1 Main curtain

Two (2) panels, 32 feet H by 39 feet W each, 32oz IFR Synthetic Velour, trade name: Royale, Black, Unlined, 75% fullness, twelve inch (12") onstage hem, two inch (2") offstage hem, six inch (6") bottom hem with ribbon weight, top webbing/hooks/grommets twelve inch (12") on center

4.1.2 Main Valance

One (1) panel, 16 feet H by 70 feet W, 32 oz IFR synthetic velour, trade name: Royale, Black, Unlined, 75% fullness, two inch (2") side hems, three inch (3") bottom hem with ribbon weight, top webbing/grommets/ties twelve inch (12") on center

4.1.3 Legs

One (1) panel, 36 feet H by 71 feet W, 22oz IFR synthetic velour, trade name: Encore, Black, Unlined, 50% fullness, twelve inch (12") onstage hem, two inch (2") offstage hem, six inch (6") bottom hem with ribbon weight, top webbing/grommets/ties twelve inch (12") on center

#### 4.1.4 Borders.

(4) panels, 16'Hx71'W, 22oz IFR Synthetic Velour, trade name: Encore, Black, Unlined, 0% fullness, 2" side hems, 3" bottom hem w/ribbon weight, top webbing/grommets/ties 12" on center.

#### 4.1.5 Mid Traveler.

(2) Panels 32'Hx37"W, 22oz IFR Synthetic Velour, trade name: Encore, Black, Unlined, 50% fullness, 12" onstage hem, 2" offstage hem, 6" bottom hem w/ribbon weight, top webbing/grommets/install ties and supply hooks 12" on center.

#### 4.1.6 Full Stage Black.

(1) Panel, 36'Hx71'W, 22oz IFR Synthetic Velour, trade name: Encore, Black, Unlined, 50% fullness, 12" onstage hem, 2" offstage hem, 6" bottom hem w/ribbon weight, top webbing/grommets/ties 12" on center.

#### 4.1.7 Scrim

One (1) Panel, 36 feet H by 70 feet W, Seamless Sharktooth Scrim, Black, 0% fullness, two inch (2") side hems, four inch (4") bottom pipe pocket with support sleeve, top webbing/grommets/ties twelve inch (12") on center

#### 4.1.8 Shell Masking

One (1) Panel, 12 feet H by 60 feet W, 13oz IFR synthetic velour, trade name: Apollo aka Plateau, Black, Unlined, 0% Fullness, two inch (2") side hems, three inch (3") bottom hem with ribbon weight, top webbing/hidden sewn ties

#### 4.1.9 Main Curtain Track

ADC 280 Curtain Track. One (1) complete set for Main Drape as specified herein. Overall length 76 feet with a two foot (2') combined overlay at center. Bids shall include all necessary accessories, including all hangers, carriers, stops, pulleys, hand line, and any additional hardware necessary to complete installation to batten as specified by manufacturer and allow for typical operation.

#### 4.1.10 Mid Traveler Track

ADC 280 Curtain Track. (1) complete set for Mid Traveler as specified herein. Overall length 72' with a 2' combined overlay at center. Please quote as "comes with all necessary accessories" to mean all hangers, carriers, stops, pulleys, hand line and any additional hardware necessary to complete installation to batten as specified by manufacturer and allow for typical operation.

## 4.2 Insurance Requirements

### 4.2.1 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.  
No exclusions for products / completed operations OR limitations on products completed operations for ongoing and completed operations. Coverage should fully extend for period of repose for the State of Georgia

#### 4.2.2 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)

#### 4.2.3 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

#### 4.2.4 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 employees

#### 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 DBE 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](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 # 6225

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: 6225

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

**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	Curtain Replacement at Mercer Theatre	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 \$ \_\_\_\_\_

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**TIME REQUIRED FOR DELIVERY/INSTALLATION AFTER RECEIPT OF ORDER:**

\_\_\_\_\_

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

## 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, women, and individuals belonging to other socially and economically disadvantaged groups;
- (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.

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Signature

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Title



**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.