



EVENT # 3391

Overhead Door Maintenance & Repair Annual Contract Savannah Fire & Emergency Services

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0** The purpose of these specifications is to describe the requirements to establish an annual contract for the quarterly inspection and preventative maintenance of overhead doors for all of the City's Savannah Fire and Emergency Services (SFES) locations. The contract will also include provisions for routine and emergency repairs. SFES currently operates 16 facilities with a total of 55 overhead doors.
- 4.1** **Quarterly preventative maintenance inspection:** Bidders are to provide a price for quarterly preventative maintenance inspections for each site to include, but not be limited to the following: inspection of all overhead doors, power systems, drives, springs, electronic eyes and remote controllers; Preventative maintenance to include greasing of fittings and adjusting limits on door as needed including all applicable components and routine adjustments to ensure proper operation. Quarterly maintenance inspection costs include all labor and materials required to complete the maintenance inspection.
- 4.2** **Replacement of batteries in remotes:** At the start of the first yearly quarterly preventative maintenance inspection all overhead door remotes will receive new batteries.
- 4.3** **Repairs:** Pricing for repairs other than the quarterly maintenance inspections will be based on an hourly labor rate plus a materials cost.
- 4.3.1** **Hourly labor rate:** The hourly labor rate shall be for a two (2) person crew and include all necessary tools, including scissor lift rental, required for the installation and repair of overhead doors. In the event a three (3) person crew is required, the rate shall be one and a half (1 ½) times the normal hourly labor rate. The hourly rate for a one (1) or two (2) person crew shall be the same and shall be included in the quarterly inspection cost.
- 4.3.2** **Material cost:** Materials pricing shall be based on a percentage (%) markup over the contractor's procurement cost. The contractor must submit itemized material invoices with each request for payment.
- 4.3.3** **Response time:** Response time for non-emergency repairs during normal business hours shall be no greater than four (4) hours.
- 4.3.4** **Response repairs (Non-emergency/Emergency):** Required response repairs that have been longer than 90 days after last quarterly preventative maintenance shall be charged as a quarterly preventative maintenance inspection, and not charged at the hourly labor rate. If repair is needed within ten (10) calendar days of a completed quarterly inspection labor fees will be waived.

4.4 Emergency Response: The City will pay a set per-incident emergency response fee for two (2) hour or less responses, on-call service 24 hours per day, seven (7) days a week to all Fire Bureau facilities with overhead doors to get the door(s) to a position that will allow for the continued operation of emergency equipment housed at that facility.

4.5 Location/Equipment

STA #	LOCATION	PHONE	# DOORS	SIZE	POWERED BY	ELC-EYES
1	535 East 63 rd St	354-0095	3	12.3X12.3	POWER MASTER	YES
2	2 Skyline Drive	927-5219	2	14X14	LIFTMASTER	YES
3	121 East Oglethorpe Ave	233-5532	6	14x12	LIFTMASTER	YES
4	2401 Augusta Ave	234-8590	4	14X14	LIFTMASTER	NO
5	10 W. 33 rd St	234-7522	6	12X12	LIFTMASTER	YES
6	3000 Liberty St	233-6376	6	14x14	LIFTMASTER	YES
7	6902 Sallie Mood Dr	351-6638	2	14x14	LIFTMASTER	NO
8	2824 Bee Rd	354-8379	2	14X14	LIFTMASTER	NO
9	2235 Capital Ave	233.7755	6	12X18	LIFTMASTER	YES
10	13710 Coffee Bluff Rd	921-7324	2	14.2x14.1	MANARAS	NO
11	11844 Apache Ave.	921-2114	2	12x13	LIFTMASTER	N/Y
12	1205 Bradley Blvd.	925-4866	3	14 X 14	RAYNOR	YES
13	11 McKenna Drive	525-2195	6	14X14.6	LIFTMASTER	YES
14	480 Highland Blvd	748-0130	1	12X14	MANUAL	NO
15	740 Chevis Rd	921-5804	1	12 x 14	MICANAN	NO
16	6 W. Henry St	651-3842	3	12X12	LIFTMASTER	YES

4.5.1 Site Visits: Prior to submitting a bid, vendors are encouraged visit each site to review the equipment and conditions.

4.6 Qualifications/References: The successful vendor must provide professional overhead door maintenance services as their primary livelihood. The vendor must be in compliance with all applicable Federal and State regulations. The vendor must provide three (3) references indicating past performance along with their company name, contact person and phone number.

5.0 Insurance Requirements

5.0.1 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

5.0.2 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

5.0.3 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

5.0.4 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

4.7.5 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

6.0 Basis of Award: This contract will be awarded to the vendor that offers the lowest net price to the City, and who meets or exceed all specifications herein. The City reserves the right to split the award if deemed to be in its best interest. The City also reserves the right to appoint a primary and secondary vendor if deemed advantageous.

6.1 Annual Contract: This bid will result in an annual contract and prices are to be held firm for a period of one (1) year. This contract may be extended for three (3) additional one (1) year periods upon the mutual agreement of the contracting parties.

6.2 The bid response must include the following documents in this order:

- Bid Proposal Form
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation

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

6.3 Original invoices should be sent to:

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

6.4 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda must be acknowledged in order for a bid to be considered.

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

6.6 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

6.7 Bids must be submitted on the bid proposal form in order to be considered.

EXCEPTION SHEET

Event # 3391

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
ATTN: Purchasing Director

EVENT NUMBER: 3391

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.

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) _____

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	STATION NO	LOCATION	EST QTY	COST PER INSPECTION	TOTAL ANNUALLY
1	1	535 East 63rd St.	4 Times Annually		
2	2	2 Skyline Drive.	4 Times Annually		
3	3	121 East Oglethorpe Ave.	4 Times Annually		
4	4	2401 Augusta Ave.	4 Times Annually		
5	5	10 W. 33 rd St.	4 Times Annually		
6	6	3000 Liberty St.	4 Times Annually		
7	7	6902 Sallie Mood Dr.	4 Times Annually		
8	8	2824 Bee Rd.	4 Times Annually		
9	9	2235 Capital Ave.	4 Times Annually		
10	10	13710 Coffee Bluff Rd.	4 Times Annually		
11	11	11844 Apache Ave.	4 Times Annually		
12	12	1205 Bradley Blvd.	4 Times Annually		
13	13	11 McKenna Drive.	4 Times Annually		
14	14	480 Highland Blvd.	4 Times Annually		
15	15	740 Chevis Rd.	4 Times Annually		
16	16	6 W. Henry St.	4 Times Annually		

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
17	EMERGENCY RESPONSE CALLS per spec 4.4	10 Each Annually		
18	HOURLY LABOR RATE FOR THREE PERSON CREW per spec 4.3.1	1 HR		

		ESTIMATED MATERIALS COST	PERCENTAGE MARKUP	TOTAL
19	MATERIALS COST PLUS PERCENTAGE (%) MARKUP per spec 4.3.2	\$5,000.00	+ %	

TOTAL BID (Lines 1-19) \$ _____

* What would be your quarterly maintenance cost to add additional stations, three (3) bay doors each, for future stations? \$ _____

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

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. 3391

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 included 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.