

**Event No. 7023 – ROOFING MATERIAL FOR SUMMER REHAB
Bidder’s Checklist – Envelope Requirements**

This checklist shall be attached to the outside of the envelope of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive. Nonresponsive bids will be returned to the vendor unopened.

Firm name: _____
 Contact person: _____
 Address: _____
 Phone number: _____
 Email address: _____

Envelope must contain the following documents:

Initials	Document
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Attachment A
	Any Other Requirements as Stated in the Specs

By signing below, bidder is attesting that all items listed in the checklist above have been included in the envelope.

Signature: _____ Date: _____

ROOFING MATERIALS FOR SUMMER REHAB

EVENT NO. 7023

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for roofing materials for the World Changers program. The City of Savannah is providing roofing materials for this program. This program will take place during the summer with volunteer youth contributing labor to refurbish houses in low income areas.
- 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, 301 West Oglethorpe Avenue, 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 Quantities shown are estimated quantities for the entire period. The City reserves the right to order more or less than the quantities listed.
- 4.2 Approximately 80 houses will be involved.
- 4.3 Bid price must include delivery to each job site.
- 4.4 Other miscellaneous materials will be required. There is a line item for discounted price on miscellaneous materials. Submit the total amount for each line item as the materials cost (\$10,000) minus the percentage discount. For example, if your discount is 65% you would enter \$3,500 as your total discounted cost. This is an optional discount. If you choose not to provide a discount, please enter \$10,000 on line item 27.
- 4.5 The successful bidder must agree to the following delivery requirements (subject to change):
- A detailed list of materials for each house will be provided to the vendor two weeks prior the construction dates.
 - The bulk of the deliveries shall be made between June 11th and July 29th. Specific program start dates will be provided for: 1) World Changers, 2) Mission Serve, and 3) Group Work Camp.
- 4.6 The City reserves the right to award this contract to a primary, secondary, and tertiary vendor in order to ensure timely availability of materials.
- 4.7 All allowable charges will be for construction materials only. No additional charges for delivery will be accepted.
- 4.8 The approved vendor(s) must have a minimum of one designated facility located in Savannah, Georgia/Chatham County to supply materials. Proximity of business establishment will be a determining factor in evaluation and award of this contract. Facilities shall be located in a convenient location within Chatham County. If multiple locations exist, please include addresses of all locations with bid. Bidder must provide the physical address of their distribution site.

- 4.9 The awarded contractor must submit a statement to support their capability to provide high volume (up to 60 sites) bulk deliveries in a short period of time. Bidders shall provide a description of their fleet on Attachment A. Attachment A must be submitted with a bid to be further considered.
- 4.10 All activity, ordering, charges and returns, on this account will be by approved Housing personnel only.
- 4.11 Pricing is requested for the specific items shown. These items are high usage items and prices shall be firm for the length of the contract. Other miscellaneous materials will be required. It is expected that these items will be priced at the most favorable pricing levels available.
- 4.12 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to four additional 12 month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2019. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.
- 5.0 General Conditions
- 5.1 The bid response shall include all documents required in the bidder's checklist.
- 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.
- 5.6 All bids must be submitted in **DUPLICATE**.

EXCEPTION SHEET

Event #7023

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
2nd floor
Savannah, Georgia 31405
ATTN: Purchasing Director

EVENT NUMBER: 7023

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	Roofing shingles, 3 tab, 20 year, one standard, color to be selected after award	770 Bundles		
2	Roofing shingles, double-layer random design, 30 year, one standard, color to be selected after award	3840 Bundles		
3	Waterproofing/Moisture protection roof underlayment	45 Rolls		
4	30 pound felt	240 Rolls		
5	Drip edge, galvanized	4200 Linear Feet		
6	Non-Venting Skylight and Flashing Kit (Approximately 24 inch by 24 inch)	5 Each		
7	Roof Tar (1 gallon cans)	5 Each		
8	Roofing Nails (5 pound box)	40 Each		
9	Turbine Vents with base 12 inch	5 Each		
10	Button Caps Nails one inch, large box	52 Bucket		
11	Vent Flashing (boot) 2-1/2 inch	10 Each		
12	Vent Flashing (boot) four inch	10 Each		
13	8CC Nails, (5 pound box)	40 Boxes		
14	RIDGE VENTS, shingle over	240 Linear Feet		
15	Self-Adhering Modified Bitumen Membrane Base sheet	10 Rolls		
16	Self-Adhering Modified Bitumen Membrane Cap sheet	20 Rolls		
17	Coil Stock Nails 1-1/4 inch	10 Boxes		
18	Roofing Elastomastic Sealant 10 ounce	20 Tubes		
19	Retrofit boot flashing ZipSeal 5-3/8 inch	20 Each		
20	Louver Vent Slant Back 730 BL	10 Each		

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
21	Rain Diverter 10 foot mill finished	29 Each		
22	OSB Board	179 Each		
23	Roofing Sealant (roofing cement)	42 Tubes		
24	Large drip edge	300 Linear Feet		
25	1-1/4 inch Galvanized Nails	10 Box		
26	8 inch Galvanized Wall Flashing	160 Linear Feet		
27	Miscellaneous Materials Discount Total Discount Price= \$10,000 - (\$10,000 x ___ %)	\$10,000	N/A	

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 \$

=====

PLEASE PROVIDE THE PHYSICAL ADDRESS OF YOUR FIRM'S DISTRIBUTION SITE:

HAVE YOU INCLUDED ATTACHMENT A? _____

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.

Signature

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.) 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://everify.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.

ATTACHMENT A – FLEET

Please use additional sheets if necessary – This must be included in your bid in order for your bid to be considered.

1. Make: _____
Model: _____
Age: _____
Quantity: _____
___ Owned ___ Leased ___ Contingent Lease

2. Make: _____
Model: _____
Age: _____
Quantity: _____
___ Owned ___ Leased ___ Contingent Lease

3. Make: _____
Model: _____
Age: _____
Quantity: _____
___ Owned ___ Leased ___ Contingent Lease

4. Make: _____
Model: _____
Age: _____
Quantity: _____
___ Owned ___ Leased ___ Contingent Lease

5. Make: _____
Model: _____
Age: _____
Quantity: _____
___ Owned ___ Leased ___ Contingent Lease

6. Make: _____
Model: _____
Age: _____
Quantity: _____
___ Owned ___ Leased ___ Contingent Lease