

Bidder’s Checklist – Envelope Requirements

This checklist shall be attached to the outside of 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
	Insurance

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

Signature: _____ Date: _____



INSTALLATION OF SOD – ANNUAL CONTRACT

EVENT NO. 6809

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for sod installation on various city owned properties and rights of way.

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, 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 Description of Work

The successful bidder will prepare the site, amend the soil, and install sod within the designated areas.

- 4.2 The successful bidder shall:

- A. Reserve work space along any public streets or walkways by securing rights-of-way permits from the City of Savannah's Traffic Engineering Department, and manage the safe flow of traffic while the work is being performed.
- B. Remove and discard any existing plant material or debris not required for this project.
- C. Prepare area for sod installation, to include cleanup and removal of debris, and fine grading of site prior to installing the sod.
- D. Coordinate with the City's Greenscapes Division to make sure the irrigation is flagged and properly working before the area is prepared.
- E. Furnish and install all sod as specified in accordance with the requirements of this bid document.

- 4.3 The successful bidder shall use the following applicable standards:

- A. Occupational Safety and Health Administration (OSHA)
- B. American National Safety Institute (ANSI)
- C. Manual of Uniform Traffic Control Devices (MUTCD)

4.4 Qualifications

Bidders must have performed professional landscape services as their primary livelihood for the past five years and provide documentation of their experience in Attachment 1, which must be submitted with the proposal to be considered. Furthermore all bidders must also document in Attachment 1 three references indicating past performance on jobs of similar scope to what is being proposed herein.

4.5 Utility Verification and Work Zone Issues

- A. The contractor shall contact the local utility companies for verification of the location of all underground utility lines in the area of the work. The contractor shall be responsible for all damage resulting from neglect or failure to comply with this requirement.
- B. An on-site walk-through is recommended to insure that the successful bidder has knowledge of scope of project, work zone, layout, vehicular traffic patterns, logistical installation requirements, and scope of pre-planting site preparation.
- C. Work zone areas shall be in accordance with Georgia Department of Transportation and City of Savannah's Traffic Engineering Department utilizing proper barricades, signage, and flagging to insure work zone is secure at all times.

4.6 Material Description

4.6.1 Sod shall be certified, nursery grown, strongly rooted, two years old, and free of weeds, undesirable plants, and other material which will be detrimental or will hinder the proper development of the sod. The sod shall be cut to a minimum thickness of one and one-half inches of soil adhering firmly to the roots. The sod shall be cut in strips a minimum of 15 inches wide. The turf grass species and composition shall be approved by the City's Greenscapes Administrator.

4.7 Detrimental Soil Conditions

The City's Greenscapes Division is to be notified, in writing, of any detrimental soil conditions encountered. Detrimental soil conditions include, but are not limited to poor drainage, which the contractor considers detrimental to the growth of plant material. When detrimental conditions are uncovered, planting shall be discontinued until instructions to resolve the conditions are received from the City's Greenscapes Division.

4.8 Off-Loading Specifications

4.8.1 It is the responsibility of the vendor to off-load all sod pallets with their own forklift equipment.

4.8.2 Pallets will be placed on site by the vendor at the direction of the City's Greenscapes Division.

4.9 Installation Procedures

Installation of sod shall be in accordance with current horticultural industry standards.

- A. The City's Greenscapes Division will flag the irrigation system prior to removal of old sod, mulch or debris. The successful bidder shall remove the old sod, mulch or debris, amend the soil (if necessary) in areas to receive sod and rough grade the site as described in Section 4.2.
- B. The entire area shall be carefully raked to a smooth surface free of clods, roots, or stones one-half inch or larger. Collected debris shall be removed from the site.
- C. All operations must comply with local and state soil sediment control laws and regulations and all other federal and state applicable regulations.
- D. The contractor must comply with state and local Soil Erosion and Sedimentation Control Wetland Ordinances and other local, state and federal laws. All projects are subject to daily inspections by project manager and applicable City and State agencies. Non-compliance to any regulations set herein, will result in interruption of installation until compliance is satisfied.

4.10 **Maintenance of Sod Prior to Acceptance**

4.10.1 Following the completion of installation, the contractor shall protect and maintain areas until acceptance of the project. Areas showing deficiencies, as determined by the City's Greenscapes Division, shall be replaced as required.

4.10.2 Planting areas and plants shall be protected at all times against trespassing and damage of all kinds for the duration of the maintenance period. If an area becomes damaged or injured, it shall be corrected or replaced as directed by the City's Greenscapes Division at no additional cost to the City.

4.11 Final Acceptance of Project

4.11.1 The City's Greenscapes Division shall inspect all work for acceptance upon written request of the contractor. The request shall be received at least seven calendar days before the anticipated date of inspection.

4.11.2 Sod that is dead or not showing satisfactory growth, as determined by the City's Greenscapes Division, shall be promptly removed and replaced by the contractor within 10 working days.

4.11.3 If there are no deficiencies, the City's Greenscapes Division shall certify in writing that the work has been accepted. Until this has been done, no payment shall be authorized.

4.12 This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after on December 31, 2019. This agreement may be renewed for up to three additional twelve month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

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.

EXCEPTION SHEET

Event #6809

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
301 West Oglethorpe Ave.
2nd floor
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 6809

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	Empire Zoysia	30,000 Square Feet		
2	Tif Blair Centipede	5,000 Square Feet		
3	Tif Tuf Bermuda Grass	8,500 Square Feet		
4	Palmetto St Augustine	10,000 Square Feet		
5	Zeon Zoysia	2,000 Square Feet		

***Note all unit prices shall be for the purchase and installation of sod per specifications**

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

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.) 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.

COMMERCIAL AND/OR GOVERNMENT EXPERIENCE VERIFICATION
Attachment 1

In the space below, list references dating back preferably three (3) years of similar commercial and/or government experience per section, 4.2.1. Attachment 1 must be included in the bid response in order for a bid to be considered.

1. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

2. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

3. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

4. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

5. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

EQUIPMENT REQUIREMENTS

Attachment 2

In the space below, list the equipment that will be used for this contract, per Section 4.7. Attachment 3 must be included in the bid response in order for a bid to be considered.