

## SECTION 4

### SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

#### TRAFFIC SIGN FACES

##### EVENT # 3917

- 4.0 The purpose of these specifications is to describe the requirements to provide street/traffic sign faces, reflective sheeting and associated materials to be utilized by the Traffic Engineering Department's sign shop.

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. Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

#### 4.1 Detailed Specifications

##### 4.1.1 High Intensity

Faces and sheeting to be of 3M Brand Scotchlite reflective sheeting high intensity grade Series 3870 with pressure sensitive adhesive or approved equal. Faces to be brightly visible at all times including extreme angles of vision when wet, and retain a minimum of 80 percent (%) of its dry reflective powers. Faces shall be "glare free" when illuminated by beam of vehicle headlight. The products must conform to the following specifications: US Department of Transportation, Federal Highway Projects, 1985 FP-92, Type IIIA, Section 718.01. The material must be available in 30 inch, nine (9) inch, and six (6) inch by 50 yard rolls and all traffic signing colors.

Warranty/Performance Requirements: Reflective sheeting, applied to sign blank materials, shall perform effectively for ten (10) years. The sheeting will be considered unsatisfactory if it has deteriorated due to natural causes to the extent that the sign is ineffective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions and/or the coefficient of retro reflection is less than the minimum specified for that sheeting. If the sheeting fails during the first seven (7) years, the manufacturer shall cover the cost of restoring the sign panel to its original effectiveness at no cost to the City for materials and labor. If it should fail during the remaining three (3) years, the manufacturer shall replace the sheeting required to restore the sign panel to its original effectiveness.

#### 4.2 Diamond Grade

Faces and sheeting shall be of 3M Brand Scotchlite Diamond Grade VIP reflective sheeting Series 3990 with pressure sensitive adhesive or approved equal. The material must meet ASTM D4956 spec Type IX standards. Sheeting is designed for production of durable traffic control signs that are exposed vertically in service. It is intended to provide high sign brightness at short sight distance. It must be available in 30 inch by 50 yard rolls and all traffic signing colors.

Warranty/Performance Requirements: Reflective sheeting, applied to sign blank materials, shall perform effectively for ten (10) years. The sheeting will be considered unsatisfactory if it has deteriorated due to natural causes to the extent that the sign is ineffective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions and/or the coefficient of retro reflection is less than

the minimum specified for that sheeting. If the sheeting fails during the first seven (7) years, the manufacturer shall cover the cost of restoring the sign panel to its original effectiveness at no cost to the City for materials and labor. If it should fail during the remaining three (3) years, the manufacturer shall replace the sheeting required to restore the sign panel to its original effectiveness.

#### 4.3 **Engineer Grade**

Faces and sheeting to be 3M brand Scotchlite Engineer Grade reflective sheeting Series 3200 with pressure sensitive adhesive or approved equal. Must conform to the requirements of FP-85 (Class 1) and ASTM D 4956 (Class 1). Durable retroreflective sheeting and faces designed for the production of traffic control signs. It must be available in 30 inch by 50 yard rolls.

#### 4.4 **Electrocut Film**

All electrocut film to be 3M brand Scotchlite ElectroCut Film Series 1170 or approved equal. Film must be durable, transparent acrylic colored film coated with a transparent, pressure-sensitive adhesive protected by removable liner. Film is to be **unpunched** in 30 inch by 50 yard rolls and available in the following colors: Green, black, red, blue, yellow, and orange. The electrocut film is intended to be used on the above referenced engineer, diamond and high intensity reflective sheeting.

#### 4.5 **Technical Assistance**

The manufacturer shall provide the services of a qualified technician for instructions and training on the application, equipment operation, silk screening techniques, packaging, storage and other proven sign shop practices as they apply to the reflective supplied by the manufacturer. Additionally, contractor shall assign one contract administrator to handle the City's account. This person would offer service in expediting, pricing problems, and other customer service concerns. Please provide name contact information of the bid proposal form.

#### 4.6 **Order Quantities**

While all efforts will be made to consolidate orders the City cannot guarantee minimum quantities per order. Prices are to be F.O.B. Savannah, GA 31415. Shipments are to be made as ordered and orders will be placed incrementally.

4.7 **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.

4.8 **Annual Contract:** This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This agreement may be renewed for up to two (2) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

#### 5.0 **General Specifications**

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 M/WBE Participation
- Other requested 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, GA 31402

Duplicate invoices should be sent to:

City of Savannah  
Traffic Engineering Department  
P.O. Box 1027  
Savannah, GA 31402

- 5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in connection with this event must be acknowledged in the bidder's response in order for the bid to be considered.
- 5.4 Bidder acknowledges that by submitting a bid for the specified event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the bidder.

**EXCEPTION SHEET**

**EVENT # 3917**

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)  
(SUBMIT A MINIMUM OF TWO COPIES)**

City of Savannah Purchasing Dept.  
3rd Floor, City Hall  
P. O. Box 1027  
Savannah, Georgia 31402  
ATTN: Purchasing Director

EVENT NUMBER: 3917

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](http://WWW.SAVANNAHGA.GOV). IF SUBMITTING A BID PROPOSAL MANUALLY, IT MUST BE SUBMITTED ON THIS FORM.**

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 MWBE participation. Also complete the schedule if you will be using any MWBE 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	Description	U/I	Estimated Quantity	Manufacturer Required	Unit Price	Extended Price
1	6" X 12" White sign face	Each	400	3M		
2	12" X 18" No Parking sign face	Each	400	3M		
3	18" X 18" Yellow sign face	Each	100	3M		
4	18" X 24" W1-8 sign face	Each	200	3M		
5	36" X 12" One-Way sign face	Each	400	3M		

6	36" Yield sign face	Each	50	3M		
7	18" X 30" Crosswalk Arrow sign face	Each	100	3M		
8	24" X 24" No Truck sign face	Each	100	3M		
9	24" X 30" White sign face	Each	400	3M		
10	30" X 30" White sign face	Each	400	3M		
11	30" Stop sign face	Each	500	3M		
12	30" X 30" Complete Stop sign with aluminum blank	Each	200	3M		
13	36" Stop sign face	Each	100	3M		
14	48" X 48" Orange sign face	Each	100	3M		
15	30" X 30" Pedestrian Crossing face – florescent yellow	Each	100	3M		
16	30" School face – florescent (pentagon)	Each	200	3M		
17	6" X 50 yds White sheeting	RL	20	3M 390		
18	9" X 50 yds White sheeting	RL	10	3M 390		
19	30" X 50 yds White sheeting	RL	15	3M 390		
20	30" X 50 yds Yellow sheeting	RL	6	3M 390		
21	30" X 50 yds Orange sheeting	RL	2	3M 390		
22	30" X 50 yds Green Electrocut film	RL	20	3M 1177		
23	30" X 50 yds Black Electrocut Film	RL	20	3M 1178		
24	30" X 50 yds Red Electrocut film	RL	20	3M 1172		
25	30" X 50 yds Blue Electrocut film	RL	5	3M 1175		
26	30" X 50 yds Yellow Electrocut film	RL	5	3M 1171		
27	6" X 100 yds Transfer Tape	RL	25	TPM5 3M		
28	9" X 100 yds Transfer Tape	RL	25	TPM5 3M		
29	24" X 100 yds Transfer Tape	RL	15	TPM5 3M		
30	30" X 100 yds Transfer Tape	RL	10	TPM5 3M		
31	6" X 50 yds barricade tape	RL	20	101330 3M		

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)

TOTAL NET BID

\$ \_\_\_\_\_

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

**CONTRACT ADMINISTRATOR INFORMATION FROM SECTION 4.5**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email \_\_\_\_\_

**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. 3917

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](http://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 include 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.