



*Savannah-Chatham County Public School System*  
208 Bull Street/Savannah, GA 31401 / 912.395.5572

March 3, 2016

Ladies and Gentlemen:

The Savannah-Chatham County Public School System would like to take the opportunity to announce that we are requesting **Bids for Boiler Replacement at District Central Offices under BID NO. C16-42**, by a firm authorized to do business in the State of Georgia. **A Pre-Bid Conference will be conducted at 10:00 AM on Monday, March 14, 2016 at the District's Central Office located at 208 Bull Street, Savannah, Georgia, 31401. Bidders will meet in Room 213.** An accompanied site visitation will follow. Bidders are encouraged to attend the Pre-Bid Conference in order to familiarize themselves with the job site and conditions.

All bids must be delivered to the Savannah-Chatham County Public School System's Purchasing Department, Room 213, 208 Bull Street, Savannah, Georgia, 31401. The advertising dates for **BID C16-42** are March 3, 2016 and March 10, 2016. **Bids will be accepted prior to 2:00 P.M. on Tuesday, March 29, 2016 at which time they will be publicly opened and registered.** If you are unable to submit a response at this time, and wish to remain on our list of potential providers, complete and return the LMWBE Information Document found in this packet marked "No Bid". All bids will be evaluated as described in the attached document. Time is of the essence and any bids received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are delivered to and stamped by the Purchasing Department personnel before the deadline indicated. **Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered and will be returned to the bidder unopened.**

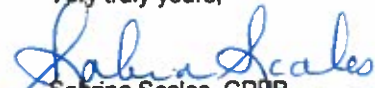
Enclosed is a bid packet which outlines the items and services being solicited and instructions which describe the submission of the bid.

It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises (LMWBE") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. The Board expects that prime contractors on district construction projects make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their businesses.

All bids must be submitted in duplicate in a sealed envelope, with the bid number, title and submittal date and time clearly identified on the outside of the envelope. If bid materials require additional envelopes, then all mailing articles must be combined together with the marked envelope on top. If you wish to receive a copy of the bid results, enclose a self-addressed envelope and a bid tabulation will be mailed to you.

Please include in the bid package a copy of the current business license if the prospective vendor is located within the City of Savannah and the County of Chatham and a copy of State of Georgia License. If you have any questions concerning this bid, please submit them in writing to the address above or fax them to (912) 201-7648. In addition, all communication relating to this bid solicitation, either before or after the bid opens, must be coordinated through the Purchasing Department. Your interest and participation in submitting a bid will be appreciated.

Very truly yours,

  
Sabrina Scales, CPPB  
Purchasing Director

## BID REQUIREMENTS

### INVITATION TO BID #C16-42

The Savannah-Chatham County Public School System hereinafter referred to as the "District" will receive sealed bids from a firm authorized to provide boiler replacement at 208 Bull Street, Savannah, GA 31401 in Room 213. Bids must be physically placed in the hands of the District's Purchasing Department by 2:00 P.M., on Tuesday, March 29, 2016, the time legally prevailing in Savannah, Georgia for Bid #C16-42 Boiler Replacement at District Central Offices. At the time and place noted above, the bids will be publicly opened and announced.

Documents are also available for inspection and review at the listed locations. The "Public Inspection" Bidding Documents are not to be used as bid working sets but are for informational purposes and official bid documents are available as described previously:

1. Savannah-Chatham County Public Schools, Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401
2. City of Savannah Entrepreneurial Center 801 East Gwinnett Street, Savannah, GA 31404

Bidders are cautioned that acquisition of Bidding Documents through any source other than the Purchasing Department for the Savannah Chatham County Public School System is not advisable. Acquisition of Bidding Documents from unauthorized sources places the bidder at risk of receiving incomplete or inaccurate information upon which to base a bid.

**A Pre-Bid Conference will be conducted at 10:00 A.M. on Monday, March 14, 2016 at District's Central Office located at 208 Bull Street, Savannah, Georgia, 31401. Bidders will meet in Room 213. An accompanied site visitation will follow. Bidders are encouraged to attend to familiarize themselves with the site conditions.**

A "Cone of Silence" is imposed upon this invitation to bid after advertising, and terminates at the time the Board awards a contract. The Cone of Silence prohibits any communication regarding this BID between, among others which includes: Potential vendors, service providers, proposers, lobbyists or consultants, any member of the District's professional staff, or their respective staff and members, respective Design Professional, respective selection committee members, or any elected official. The Cone of Silence does not apply to oral communications at pre-proposal conferences, site visits (as applicable), oral presentations before selection committees, contract negotiations or communications in writing at any time unless specifically prohibited by this BID document. In addition to any other penalties provided by law, violation of the Cone of Silence by any Bidder shall render any BID voidable by the District. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District.

Contract, if awarded, will be on a total lump sum bid basis. Bidders are required to provide their unit price bid schedule for the total lump sum bid on the form contained herein. No bid may be withdrawn for a period of sixty days after time has been called on the date of opening except in accordance with the provisions of Georgia law.

The District reserves the right in its sole and complete discretion to waive technicalities and informalities. The District further reserves the rights in its sole and complete discretion to reject all bids and any bid that is not responsive or that is over the budget. The District anticipates that the contract will be awarded to the responsive and responsible bidder who provides the lowest bid within the budget. In judging whether the bidder is responsible, the District will consider, but is not limited to, the following:

- Whether the bidder or its principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority;
- Whether the bidder or its principals have been terminated for cause or are currently in default on a public works contract;
- Whether the bidder can demonstrate sufficient cash flow to undertake the project as evidenced by a Current Ratio of 1.0 or higher;
- Whether the bidder can demonstrate a commitment to safety with regard to Workers' Compensation by having an Experience Modification Rate (EMR) over the past three years not having exceeded an average of 1.2; and
- Whether the bidder's past work provides evidence of an ability to successfully complete public works projects within the established time, quality, or cost, or to comply with the bidder's contract obligations.

In the event all responsive and responsible bids are in excess of the budget, the District, in its sole and absolute discretion and in addition to rejecting all bids, reserves the right either to supplement the budget or to negotiate with the lowest responsive and responsible bidder (after all deductive alternates are taken in the order defined in the Instructions to Bidders) but only for the purpose of making changes to the project that will result in a cost to the District that is within the budget, as it may be supplemented.

**BID REQUIREMENTS  
INSTRUCTIONS TO BIDDERS**

1. **Basis of Contract:** Contract, if awarded, will be on the basis of a total bid price.
2. **Examination of Site:** In undertaking the work under this Contract, the Contractor acknowledges that he has visited the Project Site and has taken into consideration all observed conditions that might affect his work. The project site is property of the District. No easements or rights-of-way are required on the site. The Contractor shall be responsible to obtain all applicable Permits from the Jurisdiction prior to commencing work governed by Permit.
3. **Surety and Insurance Companies:** ***NOT APPLICABLE*** The Contract provides that the surety and insurance companies must be acceptable to the District. At the time of issuance, all insurance and bonds must be issued by a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, for qualified self-insurers or group self-insured, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength Rating of "A-" or better and with an A.M. Best Financial Size Category of Class V or larger.
4. **Bidding Documents:** The Bidding Documents comprise the Construction Documents, the Invitation to Bid, the Instructions to Bidders, the Bid Form, and all Addenda, upon which the bidder submits a bid.
5. **Addenda:** All Addenda issued prior to bid date adjust, modify, or change the drawings and specifications as set forth in the Addenda. All such Addenda are part of the contract. No addenda will be issued within seventy-two (72) hours of the date and time set for opening bids without an extension of the bid date as required by Law. All such Addenda are part of the contract. **The District shall mail, fax, or contact bidders for pickup of any Addenda before the seventy-two (72) hours prior to the date and time set for opening bids.**
6. **Submittal of Objections:** Objections from bidders to this Invitation to Bid and/or these specifications should be brought to the attention of the Board, Director of Purchasing. The bidder should submit any objections in writing not less than five (5) days prior to the opening of the bid. The objections contemplated may pertain to form and/or substance of the Bid documents and specifications. Failure to object in accordance with this procedure will constitute a waiver on the part of the bidder to protest this Invitation to Bid.
7. **Protest:** Any bidder(s) who wishes to protest the handling or fairness of a solicitation shall express his/her concerns in writing to the Director of Purchasing within five business days of the matter being protested. The letter of protest shall be taken under consideration by the Chief Financial Officer and the Superintendent and the protesting bidder(s) shall be notified within ten (10) business days of the result of such consideration.

The protest notice shall include the following:

- o the name, address, and telephone number of the protester
- o the signature of the protester or an authorized representative of the protester
- o identification of the purchasing agency and the solicitation or contract number
- o a detailed statement of the legal and factual grounds of the protest including copies of relevant documents
- o the form of relief requested

8. **Interpretations:** No oral interpretation will be made to bidders as to the meaning of the drawings and specifications. Requests for interpretation of drawings and specifications must be made in writing to the District Purchasing Department not later than **5:00 P.M., Wednesday, March 16, 2016.** Failure on the part of the successful bidder to request clarification shall not relieve him as Contractor of the obligation to execute such work in accordance with a later interpretation by the Design Professional. All interpretations made to bidders will be issued in the form of **Addenda to the plans and specifications will be sent to all plan holders of record before the seventy-two (72) hours prior to the date and time set for opening bids.**

If any questions should arise pertaining to the bid documents, the Bidder may mail or fax (no e-mails accepted) a written Request for Interpretation to:

Savannah-Chatham County Public School System  
Attention: Sabrina L. Scales, CPPB, Purchasing Director  
208 Bull Street, Room 213  
Savannah, GA 31401  
(Fax) 912-201-7648

9. **Alternates:** Unless otherwise stipulated, all alternate bids are deductive. It is in the best interest of the public and the intent of the District that the entire Project be constructed within the funds allocated in the Project budget. The acceptance of any deductive alternate will be utilized as a last resort to accomplish the Project without requiring a redesign and rebidding of the Project. Any alternate, or alternates, if taken, will be taken in numerical sequence to the extent necessary to bring the Project within budget.

10. **Sales Tax:** Unless otherwise provided for in the Contract Documents, the Contractor shall include in his bid all sales taxes, consumer taxes, use taxes, and all other applicable taxes that are legally in effect at the time bids are received. Contractor shall not include sales tax on District supplied items. If sales tax is required to be paid by Contractor on District furnished items, a Change Order to Contractor shall be issued by District.

## 11. Trade Names, Specifications:

(a) *No Restriction of Competition:* When reference is made in the Contract Documents to trade names, brand names, or to the names of manufacturers, such references are made solely to indicate that products of that description may be furnished and are not intended to restrict competitive bidding. If it desired to use products of trade or brand names or of manufacturers' names that are different from those mentioned in the Bidding Documents, application for the approval of the use of such products must reach the hands of the Design Professional at least ten (10) days prior to the date set for the opening of the bids (see 11(b) below). This provision applies only to the party making a submittal prior to bid. If approved by Design Professional, the Design Professional will issue an addendum to all bidders. This provision does not prevent the District from initiating the addition of trade names, brand names, or names of manufacturers by addendum prior to bid.

(b) *Request for Approval of Substitute Product:* All requests for approval of substitution of a product that is not listed in the Bidding Documents must be made to the Design Professional in writing. For the Design Professional to prepare an addendum properly, an application for approval of a substitute product must be accompanied by a copy of the published recommendations of the manufacturer for the installation of the product together with a complete schedule of changes in the drawings and specifications, if any, that must be made in other work in order to permit the use and installation of the proposed product in accordance with the recommendations of the manufacturer of the product. The application to the Design Professional for approval of a proposed substitute product must be accompanied by a schedule setting forth in which respects the materials or equipment submitted for consideration differ from the materials or equipment designated in the Bidding Documents and submitted to the Purchasing Department.

**All requests for material substitution must be submitted to the Attention of the Purchasing Director prior to the 5:00 pm Wednesday, March 16, 2016. Requests must include full illustrations and detailed specifications for the item being offered as an alternate or approved equal. Bidders are not permitted to contact the Design Professional directly. The only official view of the District is that which is issued by and provided to all Bidders of record by the Purchasing Department in the form of a written addendum.**

(c) *Burden of Proof:* The burden of proving acceptability of a proposed product rests on the party making the submission. Therefore, the application for approval must be accompanied by technical data that the party requesting approval desires to submit in support of its application. The Design Professional will consider reports from reputable independent testing laboratories verified experience records showing the reputation of the proposed product with previous users, evidence of reputation of the manufacturer for prompt delivery, evidence of reputation of the manufacturer for efficiency in servicing its products or any other written information that is helpful in the circumstances. The degree of proof required for approval of a proposed product as acceptable for use in place of a named product or named products is that amount of proof necessary to convince a reasonable person beyond all doubt. To be approved, a proposed product must also meet or exceed all express requirements of the Contract Documents.

(d) *Issuance of Addenda:* If the Design Professional approves the submittal, an addendum will be issued to all prospective bidders indicating the approval of the additional product(s). Issuance of an addendum is a representation to all bidders that the Design Professional in the exercise of his professional discretion established that the product submitted for approval is acceptable and meets or exceeds all express requirements. If a submittal is initially rejected by the Design Professional, but determined to be acceptable to Design Professional after a conference with the District, an addendum covering the said submittal will be issued prior to the opening of bids. The successful bidder may furnish products of any trade names, brand names, or manufacturers' names except those designated in the Contract Documents unless approvals have been published by addendum in accordance with the above procedure. Oral approvals of products are not valid.

(e) *Conference with the District:* Any party who alleges that rejection of a submittal is the result of bias, prejudice, caprice, or error on the part of the Design Professional may request a conference with a representative of the District, provided: that the request for said conference, submitted in writing, shall have reached the District at least six (6) days prior to the date set for the opening of bids, time being of the essence.

## 12. Bids:

(a) *Bid Opening:* Bids will be opened and announced as stated in the Invitation to Bid.

(b) *Bid Submission.* All bids must be submitted on the Bid Form as attached hereto and must be signed, notarized, and sealed by a notary public. All blanks for information entry in bid forms submitted to District should be filled. Blanks left unfilled constitute irregularities in the bid and place the bidder at risk of having the bid rejected *unless* the District rules the irregularity to be an informality or technicality that can be waived, as is made clear in Article 15 of the "Instructions to Bidders" and on the Bid Form. Numbers shall be written in English words and in Arabic numerals. The inclusion of any condition, alternate, qualification, limitation, or provision not called for shall render the bid nonresponsive and shall be sufficient cause for rejection of a bid.

(c) **Bid Security:** *NOT APPLICABLE* Bids must be accompanied by a Bid Bond made payable to the District in an amount not less than five percent (5%) of the Bid. Bid Bonds should be furnished on forms accepted as standard by the insurance industry, but shall be substantially in accordance with the Bid Security Form attached hereto.

(d) **Delivery of Bids:** Bids are to be addressed to the District, at the address and room number shown in the Invitation to Bid. Bids must be enclosed in an opaque, sealed envelope; marked with the Bid Date, Bid Time, Bid Number, Name of Project; and the Bidders Company name and address. Bids must be placed in the hands of the District at the specified location by not later than the time and date named in the Invitation to Bid. After that time, no bids may be received.

(e) **Alternates:** If alternatives are called for, a bid must be submitted for all alternates. Failure to do so may render the bid nonresponsive and be sufficient cause for rejection of a bid.

(f) **Withdrawal of Bids:** Bids may be withdrawn by bidders prior to the time set for official opening. After time has been called, no bid may be withdrawn for a period of sixty days after the time and date of opening except as provided in O.C.G.A Title 36 Chapter 91 (appreciable error in calculation of bid). Negligence or error on the part of any bidder in preparing his bid confers no right of withdrawal or modification of his bid after time has been called except as provided by Georgia law.

(g) **Errors or Revisions:** Prior to the bid opening date and hour, errors may be stricken or revisions may be made and corrections entered on the bid proposal form with sufficient clarity to be easily understood. All such annotations shall be made by authorized representative of the bidder and identified as such. These annotations shall be binding on the bidder. No revisions will be allowed or accepted on the outside of the envelopes.

**13. Contract Award:** Award shall be made on a total bid on unit price schedule basis to the lowest responsive and responsible bidder. The lowest bid will be the bid whose price, after incorporating all accepted alternates, is the lowest responsive bid that was received from a responsible bidder. No bid may be withdrawn for a period of sixty days after time has been called on the date of opening except in accordance with the provisions of law.

**14. District's Rights Concerning Award:** The District reserves the right in its sole and complete discretion to waive technicalities and informalities. The District further reserves the right in its sole and complete discretion to reject all bids and any bid that is not responsive or that is over the budget, as amended. In judging whether the bidder is responsible, the District will consider, but is not limited to consideration of, the following:

- (a) Whether the bidder or its principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority;
- (b) Whether the bidder or its principals have been terminated for cause or are currently in default on a public works contract;
- (c) Whether the bidder can demonstrate sufficient cash flow to undertake the project as evidenced by a Current Ratio of 1.0 or higher;
- (d) Whether the bidder can demonstrate a commitment to safety with regard to Workers' Compensation by having an Experience Modification Rate (EMR) over the past three years not having exceeded an average of 1.2; and
- (e) Whether the bidder's past work provides evidence of an ability to successfully complete public works projects within the established time, quality, or cost, or to comply with the bidder's contract obligations.

**15. District's Right to Negotiate with the Lowest Bidder (O.C.G.A. § 36-91-21):** In the event *all* responsive and responsible bids are in excess of the budget, the District, in its sole and absolute discretion and in addition to the rights set forth above, reserves the right either to (i) supplement the budget with additional funds to permit award to the lowest responsive and responsible bid, or (ii) to negotiate with the lowest responsive and responsible bidder (after taking all deductive alternates) only for the purpose of making changes to the Project that will result in a cost to the District that is within the budget, as it may be amended. Negotiation may include changes in the scope of work and other bid requirements.

**16. Development of Local and Minority/Woman Business Enterprises:** It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBE") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. The Board shall insist that prime contractors on district construction projects will make and document good-faith efforts to maximize the utilization of qualified LMWBE's as subcontractors and suppliers for District Projects. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their businesses. This solicitation is subject to Board policy FG and regulations thereunder.

Bidder shall take all reasonable steps in accordance with this solicitation to insure that local and disadvantaged enterprises have that maximum opportunity to participate in the resulting contract. No Bidder shall discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the Bidder shall make good faith efforts to select contractors, service providers, vendors, and suppliers from local and disadvantaged enterprises.

The Bidder must demonstrate a good faith effort to provide opportunity for local and MWBE, in part by providing as a part of its Statement of Qualifications the forms provided in this BID, which shall be completed in a manner sufficient to provide documentation of such good faith efforts. Those forms pertaining to development of local and disadvantaged enterprises include:

LOCAL AND/OR MINORITY / WOMAN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION (Form 2)  
LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS (Form 3)  
LOCAL AND MWBE DEVELOPMENT DOCUMENTATION (Form 4)

Good faith efforts should include, but not be limited to, the following:

- Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities.
- Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.
- Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms.
- Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.
- Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities.

A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African American: A person having origins in any of the Black racial groups of Africa;
2. Hispanic American: A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race.

A Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Savannah Entrepreneurial Center  
801 E. Gwinnett Street  
Savannah, GA 31401  
(912) 652-3582 (Phone)

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Bidders or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this BID.

All Bidders must read and complete all required and/or applicable documents included in the Forms Section of the Instructions to Bidders.

- FORM 1: **Certification Form**: Certifies that the Bidder has carefully reviewed all provisions of the solicitation and hereby agree to be bound by said provisions of this package.
- FORM 2: **Local and/or Minority/Women Business Enterprise Development Information**: Required to assist District with documenting status of participating Bidders.
- FORM 3: **Local and MWBE Good Faith Efforts Requirements**: Required for certifying and documenting evidence of good faith efforts to utilize local and Disadvantage Business Enterprises on this contract.
- FORM 4: **Local MWBE Development Documentation**: Required to assist District in evaluating good faith efforts of Bidders.
- FORM 5: **Disclosure of Responsibility Statement**: Certifies and documents Bidders ability or responsiveness to provide services in accordance with governmental business practices.
- FORM 6: **Contracting Affidavit and Agreement**: Required by the State of Georgia O.C.G.A. § 13-10-91 (b) (1) for all firms providing service(s) to public sector entities. This form requires compliance regarding hiring and verification of employees.
- FORM 7: **Form of Business Disclosure Statement**: Confirms identify and legal status of Bidder.
- FORM 8: **Subcontractor Affidavit**: Required by the State of Georgia O.C.G.A. . § 13-10-91 (b) (3) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.
- FORM 9: **Sub-subcontractor Affidavit**: Required by the State of Georgia O.C.G.A. . § 13-10-91 (b) (4) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.
- FORM 10: **Bid**: The form to be used for the Bid actually submitted by the bidder.
- FORM 11: **Bidder Certification**: Certification of compliance with O.C.G.A. § 36-91-21.
- FORM 12: **Statement of Bidder's Qualifications**: Form for providing information regarding Bidder's qualifications for the project.
- FORM 13: **Bidders Reference Form**: Form for providing contact information for the owners of past projects that Bidder has provided work for.
- FORM 14: **Listing of Proposed Subcontractors**: List of Subcontractors that Bidder proposes to use on the Project.
- FORM 15: **Bid Security Form**: Sample Bid Bond form showing material terms for a bid bond, if required.
- FORM 16: **OPTIONAL: NO BID STATEMENT**-Optional form for non-bidders to express interest in future solicitations and to provide feedback to the District's purchasing department.

**Forms 1 through 15, must be completed, fully executed and submitted with the BID. Failure to submit and execute the required Forms shall result in a status of non-responsive. Form 16 is optional for non-bidders.**

**Attachment "A": Specifications**

**CERTIFICATION FORM**  
**BID C16-42**

The undersigned Bidder certifies that he/she has carefully read the preceding list of instructions to Bidders and all other data applicable hereto and made a part of this Invitation to Bid. Bidder further certifies that the Bid submitted is in accordance with all documents contained in this Bid, and that any exception taken thereto may disqualify his/her Bid, and that any misrepresentation of facts hereby subject Bidder to debarment from future District procurement. Bidder understands and agrees all Bids are FINAL.

*The Bidder in response to this Bid is hereby stipulated to be none other than\*:*

_____				_____	
<b>Company</b>				<b>Federal Taxpayer ID No.</b>	
_____	_____	_____	_____	_____	_____
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone No.</b>	<b>Fax No.</b>
_____				_____	
<b>Responsible Principal</b>				<b>Phone Number of Responsible Principal</b>	

*\*If the Bidder is a joint venture that is a business entity created for the purpose of functioning as the joint venture, enter above the correct legal information for the joint venture business entity which intends to enter into a contract with the District for the Services solicited by this Bid. If the joint venture is operated through the existing legal status of the venture partners, enter above the correct legal information for only the one venture partner with majority participation in the joint venture, or if all venture partners are equal in the joint venture, enter information for only the venture partner which intends to enter into a contract with the District for the Services solicited by this Bid.*

***IF different than the Responsible Principal listed above, the Contact Person for this BID is hereby authorized to be\*:***

_____	_____
<b>Contact Person for this Bid</b>	<b>Phone Number of Contact Person</b>

**Receipt of the following Addenda is hereby acknowledged: # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_**  
**(All Addenda issued MUST be acknowledged in order for Bid to be considered responsive.)**

This is to certify that I, the undersigned Bidder, have read the instructions to Bidder and agree to be bound by the provisions of the same, this \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_\_, by:

_____	_____	_____
<b>Responsible Principal</b>	<b>Title</b>	<b>Authorized Signature</b>

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201 \_\_\_\_\_

\_\_\_\_\_  
Notary Public; My Commission Expires: \_\_\_\_\_

*DO NOT include any attachments to this form.*





**LOCAL AND/OR MINORITY/WOMAN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION**

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status. See Section 16. "Development of Local and Minority / Woman Business Enterprises" for information to assist in completing this Form.

BIDDER: \_\_\_\_\_ BID # C16-42

Please check ownership status as applicable:

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Local            | <input type="checkbox"/> Woman     |
| <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic  |
| <input type="checkbox"/> Majority         | <input type="checkbox"/> Non-Local |

_____	_____	_____
Name, Title	Authorized Signature	Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_  
Notary Public; My Commission Expires: \_\_\_\_\_

**HOW DID YOU HEAR ABOUT THIS BID?**

(This information is for statistical use only.)

- |   |   |
|---|---|
| <input type="checkbox"/> City of Savannah, Department of Economic Development | <input type="checkbox"/> The Herald Legal Ad            |
| <input type="checkbox"/> Received Invitation to Bid by Mail                   | <input type="checkbox"/> Savannah News Press Legal Ad   |
| <input type="checkbox"/> The Savannah Tribune Legal Ad                        | <input type="checkbox"/> Visiting the Purchasing Office |
| <input type="checkbox"/> Other _____  |   |

*DO NOT include any attachments to this form.*

**Solicitation Form 2**



**LOCAL AND MWBE DEVELOPMENT DOCUMENTATION**

Project Name: Boiler Replacement at District Central Offices

BID #: C16-42

Enter below documentation of efforts made by the Bidder to enlist the participation of Local and/or MWBE.

Firm Name	Person & Date Contacted	Telephone # & Email Address	Type of Services	Method of Communication

**Note: Provide additional copies of this form if necessary, numbering each.**

*Include attachments to this form only as deemed necessary.  
Any attachments to this form must be marked clearly on each page with the words, "Attachment to Form 4."*

**Solicitation Form 4**



**CONTRACTING AFFIDAVIT AND AGREEMENT**

**CONTRACTOR AFFIDAVIT UNDER O.C.G.A § 13-10-91(B)(1)**

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 engaged in the physical performance of services on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ and (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:

*DO NOT include any attachments to this form.*  
**Solicitation Form 6**

## FORM OF BUSINESS DISCLOSURE AND INSURANCE COVERAGE STATEMENT

Please make clear the exact type of legal entity that will perform this contract. Describe below the nature of the business organization and the financial participation of any member business entities. State the appropriate information to show that the business organization has all required licensing and authorization to provide the type of service proposed.

Form of Business:            {    } Corporation                                     {    } Sole Proprietorship  
                                       {    } Partnership\*                                     {    } Limited Liability Partnership  
                                       {    } Limited Liability Corporation                     {    } Joint Venture\*

*\*If the Bidder is a partnership or joint venture, attach\*\* to this Form (Form 7) a copy of the contractual agreement between the participants in the partnership or joint venture. The partnership or joint venture Offeror must comply with all requirements, including those stipulated in Section L, "Offeror's Essential Credentials and Business Structure."*

Full Legal Name and Physical Address of Business Organization (must match information in Form 1):  
 \_\_\_\_\_

As Applicable, Full Legal Name and Physical Address of Each Other Party to Partnership or Joint Venture:  
 \_\_\_\_\_

The Bidder must be licensed to perform the Services solicited by this BID. Attach to this Form a copy of the Bidder's State of Georgia license, which must be identical to that name entered above and on the CERTIFICATION FORM (Form 1)\*\*. Enter below the name of the individual who serves as the Qualifying Agent for the Bidder. Also, if Bidder is a corporation, attach to this Form a copy of a current Annual Corporate Registration issued by the State in which incorporated\*\*. Also, attach to this Form a copy of the current local business license held by the Bidder from the municipality where it is located\*\*.

The Bidder must meet certain minimum insurance requirements at the time a time a Bid is submitted.

Attach to this Form a written indication from the Bidder's Surety providing information regarding the bonding capacity of the Bidder\*\*, and attach a letter from Insurer stating that the Bidder can provide the required limits of insurance specified by this Bid pending the award of a contract, as specified in the Contract document.

Name of Licensee for the State of Georgia License of the Bidder, and license number:

Full Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Name, Title	Authorized Signature	Date
-------------	----------------------	------

Company: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_

\_\_\_\_\_ Notary Public; My Commission Expires: \_\_\_\_\_

*Attachments to this form must be marked clearly on each page with the words, "Attachment to Form 7."*

**\*\*At least four (4) attachments to this Form are REQUIRED.**

Solicitation Form 7

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

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**THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE  
SUBCONSULTANT/SUPPLIERS**

**Solicitation Form 8**

**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ and \_\_\_\_\_ on behalf of (Savannah-Chatham County Public School System ("SCCPSS")) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

**THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS**

**Solicitation Form 9**



BID REQUIREMENTS

BID FORM

To: Savannah-Chatham County Public School System From: CONTRACTOR \_\_\_\_\_

Re: Bid #C16-42 Boiler Replacement at District Central Offices

**Bid:** Having carefully examined the Bidding Documents describing Bid #C16-42 Boiler Replacement at District Central Offices including all addendums, as well as the site and conditions affecting the Work, bidder hereby proposes to furnish all services, labor, materials, and equipment called for by them for the entire Work, in accordance with the aforesaid documents, for the entire sum of the Work which sum is hereunder called the Bid: unit cost per playset hereinafter called the Bid.

**Base Bid (Total):** \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Alternates:** We further propose that, should any of the following alternates be accepted and be incorporated in the Contract, the Bids will be altered in each case as follows:

*The following additive alternates. The District reserves the right to select alternates at their discretion (no particular order)*

**Receipt of the following Addenda is hereby acknowledged:** # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

**Liquidated Damages:** The bid amount acknowledges the contract date for material completion and an amount of **\$200 per calendar day** for failure to meet the date of material completion.

**Errors or Revisions:** Prior to the bid opening date and hour, errors may be stricken or revisions may be made and corrections entered on this bid form with sufficient clarity to be easily understood. All such annotations shall be made by the authorized representative of the bidder and identified as such. These annotations shall be binding on the bidder. **No revisions will be allowed or accepted on the outside of the envelopes.**

**No Withdrawal:** The bidder and District agree that this bid may not be revoked or withdrawn after the time set for the opening of bids, except as provided in Georgia law, but is an irrevocable offer that shall remain open for acceptance for a period of sixty days following the time set for the opening of bids.

**Execution of the Contract:** If bidder is notified in writing by statutory mail of the acceptance of this bid within thirty five days after time set for the opening of bids, bidder agrees to execute within twenty-one (21) days the Contract for the Work for the above stated Bid, as adjusted by the accepted Alternates.

**Commencement and Completion of Work:** Upon the Effective Date of the Contract, bidder agrees to commence all Preconstruction Activities. Within ten days of the date specified in the Proceed Order, bidder agrees to commence physical activities on the Site with adequate forces and equipment and to complete the work within ninety (90) days from the date specified in the Proceed Order.

Solicitation Form 10

Bidder Certification

Certification under Oath:

O.C.G.A. § 36-91-21 provides in part:

(d) Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefore by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

(e) Before commencing the work, any person who procures such public work by bidding or proposal shall make an oath in writing that he or she has not directly or indirectly violated subsection (d) of this Code section. The oath shall be filed by the officer whose duty it is to make the payment. If the contractor is a partnership, all of the partners and any officer, agent, or other person who may have represented or acted for them in bidding for or procuring the contract shall also make the oath. If the contractor is a corporation, all officers, agents, or other persons who may have acted for or represented the corporation in bidding for or procuring the contract shall make the oath. If such oath is false, the contract shall be void, and all sums paid by the governmental entity on the contract may be recovered by appropriate action.

STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

I do solemnly swear on my oath that, as to the Contract dated \_\_\_\_\_, 201\_\_\_\_\_, between

\_\_\_\_\_ and The Board of Public Education for the City of Savannah and the County of Chatham, Georgia, I have not directly or indirectly influenced or the attempted exertion of any influence on behalf of the firm on behalf of which this affidavit is made, in any way, manner, or form in the purchase of materials, equipment, or other items involved in construction, manufacture, or employment of labor under the aforesaid Contract by or on any employee, officer, or agent of the Board, or any person connected with SCCPSS in any way whatsoever and I have not directly or indirectly violated subsection (d) of OCGA 36-91-21.

BY: \_\_\_\_\_  
Authorized Signature (BLUE INK PLEASE)

\_\_\_\_\_  
Printed Name Title

Sworn to and subscribed before me this \_\_\_\_ Day of \_\_\_\_\_, 201\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_  
(SEAL)

**NOTE: THE NOTARY SEAL MUST BE APPLIED UNDER GEORGIA LAW, WHETHER OR NOT THE LAW OF THE STATE WHERE EXECUTED PERMITS OTHERWISE.**

**STATEMENT OF BIDDER'S QUALIFICATIONS:**  
**(To be subscribed and sworn to before a Notary Public)**

The bidder submits the following Statement of Bidder's Qualifications for consideration by the District.

**Bidder's Name:** \_\_\_\_\_  
LEGAL NAME OF BUSINESS

**Bidder's Address:** \_\_\_\_\_  
LEGAL BUSINESS ADDRESS (P.O. BOX IS INSUFFICIENT)

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
MAILING ADDRESS IF DIFFERENT FROM ABOVE

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_  
Area Code Number Area Code Number

The full names of persons and firms interested in the foregoing bid as principals are as follows:

(1) \_\_\_\_\_  
Circle One: President Partner District Other

(2) \_\_\_\_\_  
Circle One: Vice President Secretary Partner Other

(3) \_\_\_\_\_  
Circle One: Vice President Secretary Partner Other

*Note: If incorporated: The names of both the President and Corporate Secretary must be indicated. If a partnership, all partners must be indicated.*

**Social Security Number or FEIN:** \_\_\_\_\_

**State Where Organized or Incorporated:** \_\_\_\_\_

**Georgia Contracting (O.C.G.A. § 43-41 et. Seq.) Licensee:** \_\_\_\_\_

**Licensure as:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Plan of Organization:** (Circle One) Proprietorship Corporation Partnership Joint Venture  
Other (Describe)

**Years Engaged in Construction Contracting in Present Firm/Organization:** \_\_\_\_\_ years.

**Bidder Hereby Certifies that Bidder:**

- a. Has never refused to sign a contract at the original bid on a public works contract except as allowed under Georgia law.
- b. Has never been terminated for cause on a public works contract.
- c. Has had no (criminal or felony) convictions, suspensions, or debarments of the bidder, its officers, or its principals for building code violations, bid rigging, or bribery in the last ten years.
- d. Is not and neither its organization nor its principals are debarred, suspended, declared ineligible, or otherwise excluded by any Federal or State department or agency from doing business with the Federal Government or a State.
- e. Has insurance required by the Contract Documents in place or has arranged to obtain it from an insurer authorized to do business in the State of Georgia.
- f. Has sufficient bonding capacity to obtain a payment and performance bond from a surety meeting the requirements of the Contract Documents and authorized to do business in the State of Georgia.
- g. Has sufficient cash flow to perform this Project.

Remarks or explanations of the above paragraph a through g:

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**ENCLOSE WITH THIS BID IN A SEPARATE SEALED ENVELOPE A COPY OF YOUR FIRMS MOST RECENT AUDITED FINANCIAL STATEMENT AND A LETTER FROM YOUR INSURER IDENTIFYING YOUR EMR RATES FOR THE PAST THREE YEARS.**

**REFERENCES: Provide a minimum of three (3) references for construction services for facilities comparable in complexity, size and function. Complete the BIDDERS REFERENCE FORM to be submitted with bid package.**

**Bidder Certification**

**Certification under Oath.** Under oath I certify that I am a principal or other representative of the bidder, and that I am authorized by it to execute the foregoing Statement of Bidder's Qualifications is true and correct, including any explanation above and submitted under oath.

BY: \_\_\_\_\_  
Authorized Signature (BLUE INK PLEASE)

\_\_\_\_\_  
Printed Name Title

Sworn to and subscribed before me this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

(SEAL)

**NOTE: THE NOTARY SEAL MUST BE APPLIED UNDER GEORGIA LAW, WHETHER OR NOT THE LAW OF THE STATE WHERE EXECUTED PERMITS OTHERWISE.**

**Statistical Information.** This request is made for statistical purposes only.

**PLEASE INDICATE BELOW WHICH DESCRIPTION APPLY TO YOUR COMPANY:**

\_\_\_\_ **LOCAL AND MINORITY/WOMAN BUSINESS ENTERPRISES (LMWBE)** – One of the following statements describes this business: a) Owned by a member of a minority race; or b) a partnership of which a majority of interest is owned by one or more members of a minority race; or c) a public corporation of which a majority of the common stock is owned by one or more members of a minority race. A member of a minority race is defined as a person who is a member of a race that comprises less than fifty percent of the total population of the State of Georgia. For recordkeeping purposes, this includes, but is not limited to, persons who are African American, Hispanic, and Woman.

\_\_\_\_ **DESCRIPTION DOES NOT APPLY TO YOUR COMPANY**

Solicitation Form 12

**BIDDERS REFERENCE FORM**

**REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:**

1.     Company Name: \_\_\_\_\_  
       Contact Person: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
       E-Mail Address: \_\_\_\_\_
  
2.     Company Name: \_\_\_\_\_  
       Contact Person: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
       E-Mail Address: \_\_\_\_\_
  
3.     Company Name: \_\_\_\_\_  
       Contact Person: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
       E-Mail Address: \_\_\_\_\_
  
4.     Company Name: \_\_\_\_\_  
       Contact Person: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
       E-Mail Address: \_\_\_\_\_
  
5.     Company Name: \_\_\_\_\_  
       Contact Person: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
       E-Mail Address: \_\_\_\_\_

**Solicitation Form 13**

**Listing of Proposed Subcontractors:**

Attached hereto a list of proposed Subcontractors and CSI Work Division utilized by Bidder in determining the Bid Amount. Bidder understands that should its Bid be accepted, Bidder may not change or substitute Subcontractors listed on the list attached hereto without the express permission of the District.

Subcontractor	CSI Division

**Solicitation Form 14**

BID SECURITY FORM

**NOTE TO CONTRACTOR: Use of Surety's standard Bid Bond form is acceptable as long as it substantially complies with the following form.**

KNOW ALL BY THESE PRESENTS, That we, {Insert Contractor's Legal Name and Address} as Bidder, hereinafter called the Principal, and {Insert Legal Name and Address of Surety}, a corporation duly organized under the laws of the State of {Insert State of Corporate Organization}, as Surety, are held and firmly bound unto:

DISTRICT: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_

as Oblige, hereinafter called the Oblige in the sum of \_\_\_\_\_ (Not less than five percent of the Bid) Dollars (\$ \_\_\_\_\_), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a Bid for \_\_\_\_\_  
Bid # [Title]

NOW, THEREFORE, if the Oblige shall accept the Bid of the Principal and (1) the Principal shall enter into a Contract with the Oblige in accordance with the terms of such Bid, and the Principal shall execute the Contract and give such bond or bonds as may be specified in the Bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) in the event of the failure of the Principal to enter such Contract and give such bond or bonds, and the Principal shall pay to the Oblige the difference not to exceed the difference hereof between the amount specified in said Bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said Bid; then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this \_\_\_\_\_ Day of \_\_\_\_\_, 201\_\_

Name of Contractor \_\_\_\_\_  
Principal

\_\_\_\_\_ Witness By: (Seal)  
Title \_\_\_\_\_

Name of Surety: \_\_\_\_\_

\_\_\_\_\_ Surety Witness  
By: \_\_\_\_\_ (Seal) (\*)

(\*)Attach Power of Attorney

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_ Notary Public

My Commission expires this \_\_\_\_\_ day  
of \_\_\_\_\_, 201\_\_

SOLICITATION FORM 15

OPTIONAL – FOR NON-BIDDERS ONLY

SAVANNAH CHATHAM COUNTY PUBLIC SCHOOL SYSTEM- PURCHASING DEPARTMENT  
NO BID STATEMENT

In an effort to make the procurement of goods and services for the School District as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

- Specifications- Restrictive, too "tight", unclear, specialty item, geared toward one (1) brand or manufacturer only. *(Please explain in detail below).*
- Manufacturing- Unique item, production time for model has expired, etc.
- Bid Time- Insufficient time to properly respond to bid or proposal.
- Delivery Time- Specified delivery time cannot be met.
- Payment - Payment terms unacceptable. *(Please be specific)*
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - Remove our firm from your bidders list for the particular commodity or service.
- Keep - Please keep our company on your bidders list for future reference.
- Project is: \_\_\_\_\_/ Too Large      \_\_\_\_\_/ Too Small      \_\_\_\_\_/ Site or Location is Too Distant
- Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. *(Please be specific)*

VENDOR STATEMENT:

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CONSTRUCTION PROJECTS ONLY: Our Company is interested in this project as a:

- Prime Contractor       Sub-Contractor       Supplier/Distributor

Bid/RFP Number: \_\_\_\_\_ Title: \_\_\_\_\_

Signature/Title \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

SAVANNAH-CHATHAM COUNTY PUBLIC SCHOOL SYSTEM - PURCHASING DEPARTMENT  
Telephone (912) 395-5572      Fax (912) 201-7648

Solicitation Form 16



**ATTACHMENT "A"**  
**SPECIFICATIONS**

**The project specifications listed in this section supersede any contradictory references made in the General Terms and Conditions of this solicitation package.**

**1.0 GENERAL INTENT:**

The purpose of this solicitation is to solicit pricing boiler replacement to be accomplished in the Boiler Room at 208 Bull Street Administrative Offices. Bids are to be submitted for the work as outlined in the Scope of Work as outlined in the attachment.

**2.0 PERFORMANCE PERIOD:**

This bid will establish a contract to remain open until all equipment, materials and services have been delivered and accepted by the Savannah-Chatham County Public School System Project Manager for this project. Contractor must state a guaranteed project completion time (upon the receipt of Notice to Proceed) as requested on the Bid Form. **Work must be completed within ninety (90) days after Notice to Proceed.**

**3.0 PRICING AND DELIVERY:**

Price will include all applicable freight, delivery, installation, and inspection services, all equipment, parts, tools, supplies, labor, travel time, disposal cost, transportation costs, taxes, per diem, fuel surcharges, etc., required to perform the scope of work provided herein "turn-key". Contractor will complete all work during normal business hours unless approved in advance (in writing) by the District's contract representative. Completion timeline shall be stated in the space provided on the Bid Form. The District reserves the right to accept or reject any bid as deemed to be in its best interest.

**4.0 SCOPE OF WORK:**

The Maintenance and Operations Department of the Savannah-Chatham County Public School System is seeking a turn-key contractor to replace the stream cast iron boiler and re-connect all utility lines at the District Central Office Building. This building is located at 208 Bull Street, Savannah, GA 31401. The work needs to be done while the building is occupied and completed in ninety (90) days. This project will disconnect the existing utility lines and connect the new natural gas boiler to the existing utilities. Install new Burnham KV905ASNP 20 BHP Boiler, 240 volt/3Ph, full modulation burner, blow down valves, steam gauge, steam stop valve and replacing condensate pump. This boiler shall meet the requirements of ASME Section IV, CSD-1 for safety and shall be outfitted with a McConnell Miller 247-2 side water feeder.

One (1) year parts and labor warranty. Boiler shall receive approved inspection by the State of Georgia prior to use. The following is a list of the equipment specification and project details:

Burnham KV905ASNP 20 BHP Boiler  
NEW BOILER TO CONSIST OF:

- Full Modulation Burner
- Outfitted with McConnell Miller 247-2 side water feeder
- Natural Gas
- 15 psi low pressure steam
- 1 YEAR PARTS AND LABOR WARRANTY

FURNISH ALL LABOR AND MATERIALS TO:

- Connect existing utility Lines
- Replace condensate pump
- Insulate water lines
- Install blow down valves
- Install Steam Gauge
- Install Steam stop valve

THE FOLLOWING MANUFACTURES ARE ONLY PERMITTED:

- Burnham
- Smith
- Peerless

All work will be scheduled with the District's Project Manager, Mr. Arnold Jackson, Senior Director Maintenance or his designee. All work will be performed during normal business hours unless bid option for evening, weekend and holiday work schedule is accepted and awarded by the District. Contractor will be required to sign in and out at the front desk of the site during normal business hours. After business hours, the Contractor will notify Campus Police at (912) 395-5565 when they leave for the day.

#### **5.0 WARRANTY REQUIREMENTS:**

A standard manufacturer warranty shall apply to all equipment, parts, and supplies provided under a resulting contract. The Bidder will guarantee that all labor, products provided are free of material defects and/or workmanship for a minimum period of twelve (12) months from the date of acceptance. Any extended warranties offered after the standard manufacturer's warranty shall be stated in bid submittal and any cost associated therewith shall be clearly stated in the bid documents. If, during the warranty and/or extended warranty period, such faults develop, the successful Contractor agrees to immediately replace the unit or the part affected without any additional cost to the District. **All equipment provided will be "new". Factory seconds, discontinued, re-manufactured, re-built, used and or surplus equipment will not be accepted. Contractor must provide a copy of the manufacturer warranty to the District upon delivery, installation, and acceptance of the new playground equipment systems.**

#### **6.0 MINIMUM CONTRACTOR QUALIFICATIONS:**

- A. The Contractor must be bonded, registered and licensed within the State of Georgia.
- B. Contractor's service technicians who will have the responsibility of providing the services requested must have a minimum of three (3) years verifiable experience with the types of equipment, manufacturers, and services described herein. Bidders shall enclose with this bid submittal, a list of the technicians that will be assigned to project and a brief description of their experience on projects of similar size and scope.
- C. The Contractor will submit a minimum of three (3) references, preferably from municipal or government agencies located within the State of Georgia that the Contractor has provided services to in the past five (5) years that are similar to or the same as that requested herein. References shall include a brief description of the services provided and the size of the project, name of a current contract representative, and fax number.
- D. The Contractor must be qualified and familiar with the types of products and services specified and must have demonstrated a past history of responsiveness, technical expertise and professionalism.
- E. The Contractor will follow all guidelines, rules and regulations as set forth in the most recent and any future local, State, or Federal codes.
- F. The Contractor must demonstrate its ability to meet all Bonding and Insurance requirements (as applicable) and all Warranty Requirements.
- G. The Contractor must demonstrate its financial stability by providing to the District (upon written request only) will a copy of their most recent Audited Financial Statement.
- H. The Contractor must comply with all licensing, insurance, and registration requirements.

#### **7.0 SUBCONTRACTING:**

The Contractor shall not subcontract any part of the work to be covered by this contract without the District's prior written approval. All approved subcontractors Providers and their personnel assigned to this contract shall be listed on the Listing of Proposed Subcontractors form.

The District will permit sub-contracting of work performed under this contract providing the following conditions are met:

- A list of all sub and sub-subcontractors to be used must be submitted with this Contract.
- Proof of insurance must be attached for each sub and sub-subcontractors.
- A copy of each sub and sub-subcontractors City/County Business License must be attached.
- Documentation of each sub and sub-subcontractor's manufacturer training and approval to install and/or repair their equipment must be submitted with this Contract.

#### **8.0 LIQUIDATED DAMAGES:**

The District will reduce the Contractor's invoice in the amount of **\$200/PER DAY** for sub-standard work that does not comply with the Scope of Work requirements. Accordingly, the District will also reduce the Contractor's invoice for failure to provide the services as specified to include late delivery and installation. Repeated service problems may result in contract termination and possible debarment from participating in future District contracts.

#### **9.0 SUBMITTALS & ATTACHMENTS:**

Bidder is required to enclose with bid the following forms, certifications and licenses. Failure to do so may result in bid being deemed as non-responsive.

- A. Forms 1 through 16 (As applicable).

- B. Certificate of Insurance (Successful Contractor will list the District as a Certificate Holder)
- C. Copy of Current Business License/Tax Certificate.
- D. State of Georgia License (As applicable).
- E. Copy of Manufacturer Data Sheets/Specifications.
- F. Standard Manufacturer's Warranty
- G. Extended Warranty (as applicable).
- H. Completed W-9 form.
- I. Contractor's Affidavit (E-Verify).
- J. List of Technicians that will be assigned to a resulting contract.
- K. Equipment Operations Manual.

**10.0 INVOICES:**

Copies of all invoices will be submitted to the attention of Mr. Arnold Jackson, Senior Director Maintenance and Operations, Savannah-Chatham County Public School System, 2219 Gamble Road, Savannah, GA 31410, (912) 201-5494 Fax. Original copy of invoice shall be mailed or hand delivered to:

Savannah Chatham County Public School System  
Accounts Payable  
208 Bull Street, Room 119  
Savannah, GA 31401

**11.0 FISCAL FUNDING:**

Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the contractor by the Savannah-Chatham County Public School System (SCCPSS) solely from appropriations received by the Savannah-Chatham County Public School System. In the event such appropriations are determined by the Chief Financial Officer/Comptroller of SCCPSS to no longer exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of SCCPSS at the end of any fiscal period (hereinafter referred to as "Event"). In such Event, the Purchasing Director of SCCPSS shall certify to the Contractor the occurrence thereof.

**12.0 TECHNICIAN QUALIFICATIONS:**

The personnel used in conjunction with the resulting contract shall be fully trained and qualified to perform the work. Contractor's installers who will have the responsibility for providing services under the resulting contract shall be authorized by the manufacturer to perform the type of services described herein. The Contractor will submit a minimum of three (3) references, preferably from municipal or government agencies located within the State of Georgia that Contractor has provided services to in the past five (5) years that are similar to or the same as that requested herein.

**13.0 DAMAGE:**

The Contractor shall be held responsible for, and shall be required to make good, at his own expense, any and all damages that are done by or caused by him or his agents in the execution of this contract.

**14.0 PROTECTION OF THE SITE, DEBRIS CONTROL AND DAILY CLEAN-UP:**

The Contractor shall keep the premises clean and free from the accumulation of waste materials and rubbish. This shall be done on a daily basis. At the completion of the work, Contractor will remove all waste materials and rubbish as well as all tools, equipment and surplus materials.

**15.0 DELAYS AND EXTENSION OF TIME:**

If the Contractor is delayed at any time in the progress of providing services by an act or neglect by the District, or by changes ordered in the work, or by labor disputes, strikes, insurrections, fires, act of God, unusual by well documented and excusable delays in performance, or other causes beyond the Vendor's control, or by delay authorized by the District, then the contract term of service may be extended by a contract modification for such reasonable time as the District and the Vendor may agree.

**16.0 PROTECTION AND STORAGE OF MATERIALS:**

All materials shall be protected at all time from damage and defacement of any kind including breakage, scratches, dents, stains, and deformation. Damaged material shall not be incorporated in the work and any work or material damaged during installation shall be repaired or replaced to the satisfaction of the District.

**17.0 SUPERVISION:**

The Contractor will provide all necessary and sufficient supervision over the work that is being performed and will be held solely responsible for the conduct and performance of his employees or agents involved in work under the contract.

#### **18.0 CONTRACTOR PERSONNEL:**

Contractor's staff is expected to present a professional appearance. All personnel of the Contractor will be neat, well groomed, properly uniformed in industry standard uniforms and are expected to conduct themselves at all times in a responsible and courteous manner while performing any work under a resulting contract and/or whenever they on District property. The following code of conduct will be adhered to by the Contractor, his agent(s) and/or his employees:

- A. The qualifications of any "new employee" providing services under a resulting contract must be submitted (in writing) to the District prior to entering District property to provide services. Bidder will submit with bid response a list of all employees, including back-up personnel that will be providing services under a resulting contract.
- B. All employees of the Contractor shall wear a recognizable uniform. No hats will be worn inside the building. All service technicians performing work must carry a picture ID that is issued by the State of Georgia. Service technician(s) will present ID to District Staff upon request. This provision will be strictly enforced.
- C. The use of tobacco or tobacco products on Board property is prohibited by State law.
- D. The Contractor will not be permitted to utilize Day Labor or Temporary Workers to provide any services at any District facility. This includes any service technicians that are hired prior to contract award. Failure to comply with this requirement could result in immediate termination of contract with the Contractor liable for any liquidated damages and/or forfeiture of Performance Bond.
- E. The Contractor or employees of the contractor are not permitted to play loud music, to make unnecessary noises, or to use vulgar or inappropriate language that causes offense to others.
- F. The employment of unauthorized or illegal aliens by the Contractor is considered a violation of Section 247A (e) of the Immigration and Naturalization Act. If the Contractor knowingly employs unauthorized aliens, such a violation shall also be cause for termination of contract.
- G. Possession of firearms will not be tolerated on Board property; nor will violations of Federal and State laws and any applicable Board policy regarding Drug Free Workplace be accepted. Violations will be subject to immediate termination of any contract resulting from this solicitation.
- H. No person who has a firearm in their vehicle will be permitted to park on District property.

Please Note: If any employee of the Contractor or Sub-contractor is found to have brought a firearm on District property, said employee will be terminated from the District contract by the Contractor or Sub-contractor. If the Sub-contractor fails to terminate said employee, the Sub-contractor's agreement with the Contractor for the District's contract will be terminated. If the Contractor fails to terminate said employee or fails to terminate the agreement with the Sub-contractor who fails to terminate said employee, the Contractor's agreement with the Board shall be terminated.

#### **19.0 OCCUPATIONAL SAFETY AND HEALTH ACTS:**

Contractor(s) who perform any work under this bid shall fully comply with the provisions of the Federal Occupational Safety and Health Act of 1970 and any amendments thereto and regulations pursuant to the act.

#### **20.0 COMPLIANCE WITH LAWS:**

Contractor will, at its own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, and sales taxes, and to comply with all applicable local, State and Federal Laws, ordinances, rules and regulations. Contractor shall agree that in the performance of the contract that he/she will comply with all laws, regulations, rules and policies which may apply to public education in general and the operation of the Savannah-Chatham County Public School System in particular.

#### **21.0 E-VERIFY REGISTRATION REQUIREMENTS AND INFORMATION:**

Vendors are required to complete the Contractor Affidavit Form verifying its compliance with Georgia state law. The State law requires that every public employer and every private employer that contracts for the physical performance of services for all contracts with a county must be registered with and use the E-Verify program. Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.00; provided, however and an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual. **Please note that all E-Verify numbers must be four-six digits numbers.** All forms must be notarized and all affidavits are subject to open records.

#### **22.0 CONTROLLING LAW AND VENUE:**

The contract, which will be issued upon award, shall be construed under the laws of the State of Georgia, and venue arising out of this agreement is in Chatham County, Georgia, regardless of the place of execution or performance.

#### **23.0 TERMINATION OF CONTRACT:**

The District may terminate the contract if the successful Contractor fails to perform at the level specified in the contract document. The Successful Contractor may terminate the contract if the District fails to meet the specified payment terms. Each party shall follow the procedure outline below if a contract is to be terminated. Settlement terms will include

payment for all services and products delivered satisfactory but may not include payment for documented interior service or product.

Issue warning letter and outline violations and length of time to correct the problems.  
Issue a letter of intent to cancel contract if the problem(s) are not resolved by a given date.  
Issue a letter of contract termination.

**24.0 TERMINATION OF CONTRACT FOR CAUSE/CONVENIENCE:**

The District reserves the right to terminate this agreement, or any part hereof for cause or its sole convenience. In the event such termination, the Contractor will immediately stop all work hereunder. In the event of a termination for cause, the District will not be liable to the Contractor for any amount for supplies or services, not accepted, and the Contractor will be liable to the District for any and all rights and remedies due as a result of the cancellation of this agreement. If it is determined that the District improperly terminated this contract for cause, such terminations shall be deemed a termination for convenience. The District reserves the right to cancel any contract if and when services are determined to be unsatisfactory. The District's Purchasing Director shall be the sole judge in this matter.

**25.0 TERMINATION FOR CAUSE/DEFAULT:**

If the Contractor fails to deliver goods or to provide services in accordance with the contract's terms and conditions, the District, after due oral and written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies with the District may have. Specifically, if, through any cause, the successful Contractor shall fail to fulfill in a timely and proper manner their obligations under this contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this contract, the District shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination.