

INVITATION TO BID

**BID NO. 12-0060-7**

**ANNUAL CONTRACT FOR UNIFORM RENTAL SERVICES FOR VARIOUS  
CHATHAM COUNTY DEPARTMENTS**

**PRE-BID CONFERENCE: N/A**

**BID OPENING: 2:00PM, JUNE 12, 2012**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER TABITHA ODELL

COMMISSIONER JAMES J. HOLMES

COMMISSIONER DAVID M. GELLATLY

COMMISSIONER PATRICK O. SHAY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.**

GENERAL INFORMATION AND INSTRUCTIONS TO BID WITH ATTACHMENTS

SURETY REQUIREMENTS (a Bid Bond of 5% with this ITB)

PROPOSAL

PLANS/DRAWINGS

BID SCHEDULE

PERFORMANCE BOND - (Shall be required at time of contract award)

PAYMENT BOND - (Shall be required at time of contract award)

CONTRACT

LEGAL NOTICE

ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; F. M/WBE COMPLIANCE REPORT; G. SAVE AFFIDAVIT.

DOCUMENTATION OF ABILITY TO PERFORM BID REQUIREMENTS. THIS MAY BE REQUIRED OF BIDDERS AFTER SUBMISSION OF BIDS.

**COUNTY TAX CERTIFICATE REQUIREMENT** - Contractor must supply a copy of their Tax Certificate from their location in the State of Georgia, as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER

CITY \_\_\_\_\_

COUNTY \_\_\_\_\_

OTHER \_\_\_\_\_

**The Chatham County Board of Commissioners have established goals to increase participation of minority and female owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or female business is defined as a business with 51% or greater minority or female ownership. Please check ownership status as applicable:**

**African-American** \_\_\_\_\_ **Asian American** \_\_\_\_\_ **Hispanic** \_\_\_\_\_

**Native American or Alaskan Indian** \_\_\_\_\_ **Female** \_\_\_\_\_

**In the award of “Competitive Sealed Proposals”, minority/female participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.**

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBER(S) \_\_\_\_\_

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: \_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CHATHAM COUNTY, GEORGIA  
OFFICE OF THE PURCHASING AGENT  
1117 EISENHOWER DRIVE  
SAVANNAH, GEORGIA 31406  
(912) 790-1623

Date: May 23, 2012

BID NO. 12-0060-7

**GENERAL INFORMATION FOR INVITATION FOR BID**

This is an invitation to submit a bid to supply Chatham County with construction, equipment, supplies and/or services as indicated herein. Sealed bids will be received at the Office of the Purchasing Agent, at **The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 up to 2:00PM, JUNE 12, 2012**, at which time they will be opened and publicly read. **The County reserves the right to reject all bids that are non-responsive or not responsible.**

Instructions for preparation and submission of a bid is contained in this Invitation For Bid package. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink. If you do not submit a bid, return the signed "No Bid Statement" sheet and state the reason; otherwise, your name may be removed from our bidders list.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "disadvantaged business," "minority business enterprise," and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

**This project IS NOT a Special Purpose Local Option Sales Tax (SPLOST) Project. See paragraph 2.22 for MBE/WBE participation goals.**

**INSTRUCTIONS TO BIDDERS**

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a bid to supply Chatham County with equipment, supplies, and/or services as

described herein. All bids are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

**1.2 How to Prepare Bids: All bids shall be:**

- a. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- b. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the bid. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

**1.3 How to Submit Bids: All bids shall be:**

- a. **An original and duplicate copy must be submitted in a sealed opaque envelope, plainly marked with the bid number and title, date and time of bid opening, and company name.**
- b. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.

**Chatham County Purchasing and Contracting  
Purchasing Agent  
1117 Eisenhower Drive  
Suite C  
Savannah, Georgia 31406.**

**BIDS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

**1.4 How to Submit an Objection:** Objections from bidders to this invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

- a. When a pre-bid conference is scheduled, bidders shall either present their oral objections at that time or submit their written objections at least two (2) days prior to the scheduled pre-bid conference.

- b. When a pre-bid conference is not scheduled, the bidder shall submit any objections he may have in writing not less than five (5) days prior to the opening of the bid.
  - c. The objections contemplated may pertain to form and/or substance of the invitation to bid documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this invitation to bid.
- 1.5 **Failure to Bid:** If a bid is not submitted, the business should return this invitation to bid document, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.
- 1.7 **Standards for Acceptance of Bid for Contract Award:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.8 **Bid Tabulation:** Tabulations for all bids will be posted for thirty (30) days after the bid opening in the Office of Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 or can be reviewed on the Purchasing web site 24/48 hours after opening at <http://purchasing.chathamcounty.org>.
- 1.9 **Bidder:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.10 **Responsible / Responsive Bidder:** *Responsible Bidder* means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. *Responsive Bidder* means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.
- 1.11 **Compliance with Laws:** The bidder and/or contractor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all

other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.

- 1.12 **Contractor:** Contractor or subcontractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.13 **Local Preference:** On 27 March 1998, the Board of Commissioners adopted a Local Vendor Preference Ordinance. This Ordinance does not apply to construction contracts. However, contractors are encouraged to apply the same method when awarding bids to local and local M/WBE businesses whenever possible in order to promote growth in Chatham County's economy. **NOTE: Local Preference does not apply to Public Works Construction contracts.**
- 1.14 **Debarred Firms and Pending Litigation:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

\*\* All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to the Board contract.

- 1.15 **Performance Evaluation:** On 11 April 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Agent.

- 1.16 **Payment of Taxes:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of

Commissioners on 8 April 1994.

- 1.17 **State Licensing Board for General Contractors:** Pursuant to Georgia law, the following types of contractors must obtain a license from the State Licensing Board of Residential and General Contractors by 1 July 2008:

**\*Residential - Basic Contractor** (Contractor work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height).

**\*Residential - Light Commercial Contractor** (Contractor work or activity related to multifamily and multi use light commercial buildings and structures).

**\*General Contractor** (Contractor work or activity that is unlimited in scope regarding any residential or commercial projects).

**A copy of your licence must be a part of your bid documents at the time of the bid opening.**

- 1.18 **Immigration:** On 1 July 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors with 100 or more employees entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

**Protection of Resident Workers:** Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (IN) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the IN, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

- 1.19 **Surcharge:** Unless otherwise stated in this bid, all prices quoted by the contractor/vendor must be F.O.B. Chatham County, Savannah, GA. with all delivery handling, surcharges, and other charges included in the bid price. Failure to do so may cause rejection of the bid. The County will not pay additional surcharges.



## GENERAL CONDITIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever herein mentioned is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, ASTM regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- 2.2 **Multiple Bids:** No vendor will be allowed to submit more than one (1) bid. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-bid Conference or submitted in writing at least five (5) days preceding the bid opening date.
- 2.3 Not Used.
- 2.4 **Prices to be Firm:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from bid opening date, unless otherwise stated in the bid.
- 2.5 **Completeness:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.6 **Quality:** All materials, or supplies used for the construction necessary to comply with this proposal shall be of the best quality, and of the highest standard of workmanship. Workmanship employed in any construction, repair, or installation required by this proposal shall be of the highest quality and meet recognized standards within the respective trades, crafts and of the skills employed.
- 2.7 **Guarantee:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period, any defects occur which are due to faulty material and or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacements or adjustments shall be made only at such time as will be designated by the County as being least detrimental to the operation of County business.
- 2.8 **Liability Provisions:** Where bidders are required to enter or go onto Chatham County property to take measurements or gather other information in order to prepare the bid or proposal as requested by the County, the bidder shall be liable for any injury, damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to prepare the bid and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful bidder in order to be awarded a contract with Chatham County.

- 2.9 **Cancellation of Contract:** The contract may be canceled or suspended by Chatham County in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and the defaulting Contractor (or his surety) shall be liable to Chatham County for costs to the County in excess of the defaulted contract prices. See the contract documents for complete requirements.
- 2.10 **Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify Chatham County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of this Contract or out of the use or disposal for the account of the County of supplies furnished or construction work performed hereunder.
- 2.11 **Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
  - (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose or restricting competition.
- 2.12 **Award of Contract:** The contract, if awarded, will be awarded to that responsible bidder whose bid/proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which bid or proposal that serves as the best value to Chatham County.
- 2.13 **Procurement Protests:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.
- 2.14 **Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, certifications, all requirements for licensing, insurance, and registrations, or other documentation required by the Design Professional engaged to develop Scope of Work,

specifications and plans. These documents will be listed in the Special Conditions further on in this solicitation. Chatham County has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service or provide the product requested.

Chatham County has the right to disqualify the bid or proposal of any bidder or proposer as being unresponsive or irresponsible whenever such bidder/proposer cannot document the ability to deliver the requested product.

- 2.15 **Chatham County Tax Certificate Requirement:** A current Chatham County Tax Certificate is required unless otherwise specified. Please contact the Building Safety and Regulatory Services at (912) 201-4300 for additional information.

**NOTE:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.

- 2.16 **Insurance Provisions, General:** The selected contractor shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid.

It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. Failure to do so may be cause for termination of contract.

2.16.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. A Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

**Chatham County as an Additional Insured:** Chatham County invokes the defense of sovereign immunity. In order not to jeopardize the use of this defense, the County **is not** to be included as an Additional Insured on insurance contracts.

2.16.2 **Minimum Limits of Insurance** to be maintained for the duration of the contract:

- a. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- b. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident., disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- c. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an Any Auto basis.

2.16.3 Special Requirements:

- a. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- b. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- c. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- d. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.

- e. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the Contract.
- f. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- g. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- h. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.16.4 **Additional Coverage for Specific Procurement Projects: N/A**

- a. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

<u>Minimum Limits:</u>	\$1 million per claim/occurrence
<u>Coverage Requirement:</u>	If claims-made, retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional <u>must state</u> if tail coverage has been purchased and the duration of the coverage.

- b. **Builder's Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.  
Minimum Limits: All-Risk coverage equal 100% of contract value  
Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

2.17 **Compliance with Specification - Terms and Conditions:** The Invitation to Bid, Legal

Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidders proposal or bid and by reference are made a part hereof.

- 2.18 **Signed Bid Considered Offer:** The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the bidder after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.19 **Notice to Proceed:** The successful bidder or proposer shall not commence work under this Invitation to Bid until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful bidder does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.20 **Payment to Contractors:** Instructions for invoicing the County for products delivered to the County are specified in the contract document.
- a. Questions regarding payment may be directed to the Finance Department at (912) 652-7900 or the County's Project Manager as specified in the contract documents.
  - b. Contractors will be paid the agreed upon compensation upon satisfactory delivery of the products or completion of the work as more fully described in the contract document.
  - c. Upon completion of the work or delivery of the products, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
  - d. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.
- 2.21 **Not Used**
- 2.22 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for minority/female, small and disadvantaged business participation in construction, professional services, and general procurement.

- a. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise “Good Faith Effort” in obtaining the goal established for M/WBE participation.
- b. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and female owned businesses, through MBE/FBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the County Contracts Administrator, a report on Minority/Female Business Enterprise participation.

**Goals established for this project is 12% MBE / 5% WBE.**

- c. A Minority/Female Business Enterprise (M/FBE) is a business concern that is at least 51% owned by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners.

2.23 Bidders or proposers are required to make a **Good Faith Effort**, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified M/WBEs. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. **Forms** requiring the signatures of bidders or proposers are enclosed as **Attachments** and must be completed and returned with your bid response. If forms are not completed and submitted, the bid may be considered nonresponsive.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract. The County particularly urges general contractors to give emphasis to subcontracting with local area firms.

For information on the program or M/WBE contractors/vendors please contact Ms. Arneja Riley, Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 310, Savannah, Georgia 31401, (912) 652-7860 phone, (912) 652-7849 fax, or email [alriley@chathamcounty.org](mailto:alriley@chathamcounty.org).

2.24 **GEORGIA OPEN RECORDS ACT** - The responses will become part of the County’s official files without any obligation on the County’s part. Ownership of all data, materials and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a

record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law.

Responses to RFP's shall be held confidential from all parties other than the County until after the contract is awarded by the Board of Commissioners.

The vendor and their bid price in response to the ITB will be read allowed at public bid openings. After Bid Tabulations, the ITB shall be available for public viewing.

Chatham County shall not be held accountable if material from responses is obtained without the written consent of the vendor by parties other than the County, at any time during the solicitation evaluation process.

- 2.25 **GEORGIA TRADE SECRET ACT of 1990** - In the event a Bidder/Proposer submits trade secret information to the County, the information must be clearly labeled as a Trade Secret. The County will maintain the confidentiality of such trade secrets to the extent provided by law.
- 2.26 **CONTRACTOR RECORDS** -The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed for up to three (3) years following completion. Again, this is contract specific to the County contracts only.
- 2.27 **EXCEPTIONS**-All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Georgia Open Records Act except as provided below:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
  - b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to rebid the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offer or, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the



public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

- c. Trade secrets or proprietary information submitted by a bidder, offer or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Georgia Open Records Act; however, the bidder, offer or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- d. Nothing contained in this section shall be construed to require the County, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the County.

**\*\*FOR THIS BID USE REFERENCE SHEETS ATTACHED TO THE BACK OF THE BID PACKAGE.**

2.28 **REFERENCES - \$500,000 or more:** For bidders to be responsive each must provide information on the most recent five (5) projects with similar scope of work as well as other information to determine experience and qualifications as follows:

- a. Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone & Fax: \_\_\_\_\_  
\*Architect or Engineer: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone & Fax: \_\_\_\_\_
- b. The awarded bid amount and project start date.
- c. Final cost of project and completion date.
- d. Number of change orders.
- e. Contracted project completion in days.
- f. Project completed on time. Yes \_\_\_ No \_\_\_ Days exceeded \_\_\_\_\_.
- g. List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost.
- h. Has contractor ever failed to complete a project? If so, provide explanation.
- i. Have any projects ever performed by contractor been the subject of a claim or lawsuit

by or against the contractor? If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution.

**\$499,000 and less:** Provide references from owners of at least three (3) projects of management of recycle/drop-off centers. Include government owners if possible. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government. Provide in the format as in (a) above on the attached form.

**Failure to provide the above information may result in your firm's bid being rejected and ruled as non-responsive.**

### **ADDITIONAL CONDITIONS**

- 3.1 **METHOD OF COMPENSATION.** The compensation provided for herein shall include all claims by the CONTRACTOR for all costs incurred by the CONTRACTOR in the conduct of the Project as authorized by the approved Project Compensation Schedule and this amount shall be paid to the CONTRACTOR after receipt of the invoice and approval of the amount by the COUNTY. The COUNTY shall make payments to the CONTRACTOR within thirty (30) days from the date of receipt of the CONTRACTOR's acceptable statement on forms prepared by the CONTRACTOR and approved by the COUNTY.

Should the Project begin within any one month, the first invoice shall cover the partial period from the beginning date of the Project through the last day of the month (or on a mutually agreeable time) in which it began. The invoices shall be submitted each month until the Project is completed. Invoices shall be itemized to reflect actual expenses for each individual task; also refer to the requirements concerning changes, delays and termination of work under Sections I-8, 9, and 10 of the contract. Each invoice shall be accompanied by a summary progress report which outlines the work accomplished during the billing period and any problems that may be inhibiting the Project execution. The terms of this contract are intended to supersede all provisions of the Georgia Prompt Pay Act.

As long as the gross value of completed work is less than 50% of the total contract amount, or if the contractor is not maintaining his construction schedule to the satisfaction of the engineer, the County shall retain 10% of the gross value of the completed work as indicated by the current estimate approved by the engineer.

After the gross value of completed work becomes to or exceeds 50% of the total contract amount within a time period satisfactory to the County, then the total amount to be retained may be reduced to 5% of the gross value of the completed work as indicated by the current estimate approved by the engineer, until all pay items are substantially completed.

When all work is completed and time charges have ceased, pending final acceptance and final payment the amount retained may be further reduced at the discretion of the County.

The CONTRACTOR may submit a final invoice to the County for the remaining retainage upon COUNTY'S acceptance of the Certificate of Substantial Completion. Final payment constituting the entire unpaid balance due shall be paid by the COUNTY to the CONTRACTOR when work has been fully completed and the contract fully performed, except for the responsibilities of the CONTRACTOR which survive final payment. The making of final payment shall constitute a waiver of all claims by Chatham County except those arising from unsettled liens, faulty or defective work appearing after substantial completion, failure of the work to comply with the requirements of the Contract Documents, or terms of any warranties required by the Contractor Documents or those items previously made in writing and identified by the COUNTY as unsettled at the time of final application for payment. Acceptance of final payment shall constitute a waiver of all claims by the CONTRACTOR, except those previously made in writing and identified by the CONTRACTOR as unsettled at the time of final application for payment.

### 3.2 SURETY REQUIREMENTS and Bonds: (DOES NOT APPLY TO THIS PROJECT)

- A. **Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.**
- B. **Contractor(s) shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.**
- C. **Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.**
- D. **Bidder acknowledges Chatham County's right to require a Performance and Payment Bond of a specific kind and origin. "Performance Bond" means a bond with good and sufficient surety or sprites for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done. "Payment Bond" means a bond with good and sufficient surety or sureties payable to the governmental entity for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the**

**prosecution of the work provided for in the public works construction contract.**

- E. Forfeit the amount of the Bid Bond if he/she fails to enter into a contract with Chatham County to do and/or furnish everything necessary to provide service and/or accomplish the work stated and/or specified in this bid proposal for the bid amount, and;**

**3.3 AUDITS AND INSPECTIONS:**

At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

**3.4 COOPERATIVE PURCHASING AGREEMENT:**

As part of the National trend involving Joint or Cooperative Purchasing Programs, all bidders are to indicate below that a contract award as a result of this bid is open to all Government entities within the four (4) County areas that includes Chatham, Bryan, Effingham and Liberty Counties. The Counties are in *NO WAY OBLIGATED* to make purchases of services from the resulting contract and would have to supply their own needs to the Contractor.

**3.5 Warranty Requirements:**

- a. Provisions of item 2.7 apply.
- b. Warranty required.
  - 1. Standard warranty shall be offered with bid.
  - 2. Extended warranty shall be offered with bid. The cost of the extended warranty will be listed separately on the bid sheet.

**3.6 Terms of Contract: (check where applicable):**

- X a. Annual Contract (With automatic renewal options for four (4) additional one (1) year terms if all parties agree)
- b. One-time Purchase

c. Other ONE TIME CONTRACT

**CONVERSATIONS OR CORRESPONDENCE REGARDING THIS SOLICITATION OR REPORT BETWEEN PROSPECTIVE OFFERORS AND PERSONS OUTSIDE THE CHATHAM COUNTY PURCHASING OFFICE WILL NOT BE CONSIDERED OFFICIAL OR BINDING UNLESS OTHERWISE SPECIFICALLY AUTHORIZED WITHIN THIS DOCUMENT.**

The undersigned bidder or proposer 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; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Invitation for Bids/ Proposals package, and that any exception taken thereto may disqualify his/her bid/proposal.

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 \_\_\_\_\_ 20 \_\_\_\_.

BY \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
Phone / Fax No's.

CHATHAM COUNTY, GEORGIA  
SURETY REQUIREMENTS

A Bid Bond for five percent (5%) of the amount of the bid **is not** required to be submitted with each bid.

A Performance Bond for one hundred percent (100%) of the bid **will not** be required of the successful bidder.

The Bidder certifies that he/she has examined all documents contained in this bid package, and is familiar with all aspects of the proposal and understands fully all that is required of the successful bidder. The Bidder further certifies that his/her bid shall not be withdrawn for thirty (30) days from the date on which his bid is publicly opened and read.

The Bidder agrees, if awarded this bid, he/she will:

- A. Furnish, upon receipt of an authorized Chatham County Purchase Order, all items indicated thereon as specified in this bid proposal for the bid amount, or;
- B. Enter a contract with Chatham County to do and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this bid proposal for the bid amount, and;
- C. Furnish, if required, a Performance Bond, and acknowledges Chatham County's right to require a Performance Bond of a specific kind and origin, and;
- D. Forfeit the amount of the Bid Bond if he/she fails to enter a contract with Chatham County as stated in (B) above, within fifteen (15) days of the date on which he/she is awarded the bid, and/or;
- E. Forfeit the amount of the Performance Bond if he/she fails to execute and fulfill the terms of the contract entered. The amount of forfeiture shall be:
  - 1. The difference between his/her bid and the next lowest, responsible bid that has not expired or been withdrawn, or;
  - 2. The difference between his/her bid and the amount of the lowest, responsible bid received as a result of rebidding, including all costs related to rebidding.

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TELEPHONE NUMBER

## SCOPE OF WORK

SPECIFICATIONS FOR:

BID NO. 12-0060-7

### ANNUAL CONTRACT FOR UNIFORM RENTAL SERVICES FOR VARIOUS CHATHAM COUNTY DEPARTMENTS

SPECIFICATIONS

#### GENERAL INFORMATION:

The purpose of this proposal is to establish specifications and solicit bids for an annual contract for uniform rental for use by the Chatham County Public Works and Park Services, Fleet Operations, and Facilities Maintenance and Operations. Detailed specifications are as follows:

#### **4.1 CONTRACT SPECIFICATIONS:**

- 4.1.1 The contract period will be for a period of one (1) year with automatic renewal options for four (4) additional one (1) year terms, if all parties agree. Contract prices are to remain fixed for contract duration. The current contract will expire on June 1, 2012.
- 4.1.2 County Tax Certificate Requirement: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.
- 4.1.3 No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

#### **4.2 GENERAL SPECIFICATIONS:**

- 4.2.1 The garments to be furnished by the Contractor includes, but are not limited to: shirts (long and short sleeve, standard work and standard executive wear), trousers (standard work and standard executive), cargo pants and jackets (standard colors), in accordance with item specifications (as listed in section 4.10). Chatham County will not accept male-cut clothing for female employees unless requested by female employee. All garments will be standard colors, with department requirements as follows:

Public Works/Bridges/Solid Waste/Water and Sewer/Parks and Recreation Personnel  
- Dark brown trousers and Khaki shirts.

Public Works/Bridges/Solid Waste/Water and Sewer/Parks and Recreation Supervisors - Khaki or Dark Navy trousers and complimentary Oxford or Polo shirts.

Fleet Operations- Lt. Blue shirts, Dark Blue trousers, Dark Blue shorts (optional for summer months) Dark blue jackets.

Fleet Operations Supervisors-“Button Down” oxford shirts (Standard Colors), Pleated “knit” trousers (Standard Colors), Jackets (Standard Colors).

Facilities Maintenance and Operations- Gray shirt, Dark Gray Trousers or Cargo trousers, Dark Gray Jacket.

***Previous Contract Pricing: Work Uniforms: \$4.30/Week per Employee; Executive Uniforms: \$5.50/Week per Employee, Cargo Uniforms: \$4.75/Week per Employee***

- 4.2.2 Contractor will be responsible for the delivery and pick-up of all items. Clothing pick-up and deliveries shall be made a minimum of once weekly to each department at the addresses and to the attention of the department representatives as shown in section 4.5. All clothing shall be on hangers and placed on racks in a convenient location at all sites. One (1) garment per hanger. **Uniforms worn or otherwise unsuitable for service shall be replaced as a routine matter with new ones. The County will refuse payment for uniforms which are not neat or otherwise unsatisfactory to be worn in public.** Contractor will replace, at no additional cost, any uniform item that does not fit due to shrinkage.
- 4.2.3 The check-in/check-out process established by the Contractor shall be performed during each delivery with a copy given to and verified by the department representative. Any shortages occurring shall be immediately noted and credited to the employee. Contractor is required to return one (1) clean garment for every soiled garment picked up each week.
- 4.2.4 The inventory per employee, per week, will be the number of daily changes plus one (1). Initial uniform issuance will consist of 11 shirts and 11 pants per employee. Each employee will select long or short sleeve length during fitting. Each employee will also be issued two (2) jackets. Contractor will be required to furnish and sew on various department emblems, individual name emblem, and/or lettering on the back of garments. Total cost for uniform shirts, trousers, jackets, all emblems, and service costs shall included in total bid price. All billing will be based on a flat fee per week per employee.
- 4.2.5 Contractor will be required to respond to all complaints within 24 hours and shall resolve complaints within five (5) days for problems such as incorrect sizing, mildew, over-starching, etc.



### **4.3 GARMENT QUALITY, CLEANING AND MAINTENANCE REQUIREMENTS:**

- 4.3.1 Contractor shall furnish new and unworn high quality garments at the time of initial issue and for all replacements. Garments shall be cleaned and pressed in accordance with the best practices of the trade and in compliance with the Georgia State Commercial and Industrial Laundry Codes.
- 4.3.2 All garments shall be laundered using detergents or cleaners which leave the garment clean, and stain and odor free. Garments which retain offensive or residual odor after laundering will be replaced free of charge by the successful contractor.
- 4.3.3 All garments shall be neatly pressed or steamed with creases and delivered on hangers, one set per hanger. All pressing and steaming of garments shall be in accordance with acceptable industry standards. Please Note: All work uniforms are steamed. Only executive uniforms require pressing.
- 4.3.4 Contractor will have adequate quality control to insure all broken buttons, broken zippers, and torn or stained uniforms are repaired or replaced before delivery to the individual. Quality is of the utmost importance.
- 4.3.5 Contractor shall furnish for standard work and executive uniforms, all new and unworn Grade "A" garments at time of initial issue and for all replacement items after the initial 18 months of the contract.

### **4.4 INSPECTION:**

- 4.4.1 Chatham County reserves the right to visit any or all bidder's plants before award of contract.

### **4.5 MEASURING OF INDIVIDUALS:**

- 4.5.1 Contractor will be responsible for individual measurement and resultant fit of the uniforms. The contractor shall not use an employee's civilian (off duty) clothing size as a means from sizing work uniform pieces. Contractor will require employees to try on garments in conjunction to measuring employees as a means of determining correct garment size to be ordered. Contractor shall contact department representative(s) to establish a date and time for the measurements to be taken. Department representatives are as follows:

Chatham County Public Works/Bridges/Solid Waste/Water and Sewer (**This department is in transition and there will be a change in location**)  
Mr. Robert Drewry, Director

7235 Sallie Mood Drive  
Savannah, Georgia 31406  
(912) 652-6840

**Chatham County Fleet Operations (This department is in transition and there will be a change in location)**

Mr. Michael Grant, Fleet Manager  
7235 Sallie Mood Drive  
Savannah, Georgia 31406  
(912) 652-6875

**Chatham County Parks and Recreation (This department is in transition and there will be a change in location)**

Mr. Al Lipsey, Deputy Director  
Lake Mayer Community Park  
Montgomery Crossroads  
Savannah, Georgia 31406  
(912) 652-6785

**Chatham County Facilities Maintenance & Operations**

Mr. Jerrell McRell, Interim Superintendent  
Administrative/Legislative Courthouse  
124 Bull Street, Suite 210  
(912) 652-7871

**4.6 ALTERATIONS:**

- 4.6 All alterations required under this contract will be performed at no additional cost to Chatham County.

**4.7 INITIAL ISSUE:**

- 4.7.1 The initial issue shall be all new, clean uniforms, *washed but unworn*, and shall be made available to all employees on the effective date of the contract. The Contractor shall provide all uniforms to all employees within 14 days, unless otherwise authorized by the Department. Employee requirements as of this date is as follows:

Public Works/Bridges/Solid Waste/Water & Sewer- 107 Employees

Fleet Operations- 16 Employees

Parks & Recreation- 33 Employees

Facilities Maintenance and Operations - 19 Employees

- 4.7.2 Should the incumbent contract holder be awarded the new contract they will be responsible for initial issue as stated in section 4.7.1.

- 4.7.3 Quantities as listed above for each department are not guaranteed and Chatham County reserves the right to increase or decrease quantities stated as it deems necessary by personnel fluctuations.
- 4.7.4 All employees shall receive the initial issue via one delivery, unless specifically agreed to by each Department representative.
- 4.7.5 The Contractor shall meet with each Department's representative or their designees to establish the time line for delivery of the new initial issue. The Contractor shall at that meeting, provide information regarding the lead time required particularly for special manufacturing time requirements for employee's uniforms that exceed the "standard sizes" as noted in the "Uniform specification" section of this bid. The delivery of the entire initial for all Departments and/or Sections within a Department shall be done at one time. The only exception permitted will be in the case where the Contractor has informed the Department Representative in writing of specific manufacturing or delivery problems involving one (1) or less of the entire Department and/or Section's initial issue. The Contractor shall also provide in writing a specific delivery date for any outstanding initial issue uniform items. In no case shall the delivery of any outstanding initial issue be in excess of 90 days from the date of inception of the contract.

#### **4.8 STOCK REQUIREMENTS:**

- 4.8.1 Contractor is required to make all minor repairs such as zipper or button replacement to issued uniforms which are "re-circulated". Contractor will be required to replace all damaged garments, unsatisfactory garments, and garments which do not fit.

#### **4.9 UNIFORM MARKING REQUIREMENTS:**

- 4.9.1 Each uniform item must be clearly, but inconspicuously marked or labeled, to permit identification by the employees.

#### **4.10 UNIFORM SPECIFICATIONS:**

- 4.10.1 WORK TROUSERS/CARGO PANTS/WORK SHORTS - (QUANTITY 11 PER EMPLOYEE)

Fabric- 65% Dacron polyester/35% combed cotton twill, permanent press with soil release finish. Minimum 8.0 ounces per square yard.

Style- Plain front, zipper fly, quarter top front pockets, welt face back pockets.

Standard Sizes- 28 through 54 waist lengths and inseam lengths up to 36". Label with sizes shown in inches.

Pockets- Two quarter top front pockets reinforced with an additional ply of material across bottom. Two concealed stitch welt back pockets with button closure on the

left. Material is 65% polyester/35% cotton, 2.30 weight. All pocket openings are bar tacked at each end.

Waistband- Two piece, finished 1-1/2" with lining and 3/4" Ban Rol. Curtain is 65% polyester/35% cotton, 2.60 weight, finishes 1-5/8", and contains a shirt retaining ribbon. All executive/supervisor trousers are to have a hook and eye closure. All work trousers are to have button closures.

Belt Loops- Waist sizes 27 through 37 have seven belt loops with additional loops added for size 38 and above. Loops are of double thickness, lined, finished 5/8" wide and will accommodate a 1-1/2" belt. Each loop is bar tacked through shell fabric and lining for sturdy reinforcement.

Zipper- Industrial weight brass type with heavy duty slider and metal stops on permanent press tape.

Sewing- Colorfast polyester thread is used in all operations. Side seams and inseam are chain stitched to reduce the possibility of seam breaks. Side seams, inseam, and seat seam are taped. Seat seam is double needle chain stitched with heavy duty thread. Trousers have allowance for waist alterations. All points of stress are bar tacked.

Cutting- Trousers parts are marked and precision cut utilizing the latest technology available through Micro dynamics and Gerber computerized equipment.

Finishing- Side seams and inseam are pressed open in the manufacturing process. Assembled trousers are steam pressed and oven cured.

Label- All trousers have a permanently attached label showing size in inches and centimeters, and brand identification. A separate label shall be attached with lot number, fiber content, and care instructions.

Color- Navy Blue, Dark Gray, Khaki, and Brown.

#### 4.10.2 EXECUTIVE TROUSERS- (QUANTITY 11 PER SUPERVISOR)

Fabric- 7.5 oz. Per square yard brushed twill. 65% polyester/35% cotton blend. Post-cure durable press finish.

Closure- Brass zipper, hook and eye.

Waistband- Lined executive style. Waistband trim is 50% polyester/50% cotton.

Pockets- Two slack style front pockets and two set-in single welted hip pockets. Left hip pocket has a button closure. Pocket material is 50% polyester/50% cotton.

Style- Double pleated executive style trouser.

Seams- Over edged and pressed open seams.

#### 4.10.3 LONG SLEEVE WORK SHIRTS- (QUANTITY DETERMINED BY EACH EMPLOYEE - NOT TO EXCEED 11 WITH A COMBINATION OF LONG AND SHORT SLEEVE)- **SHIRTS MUST BE ABLE TO BE TUCKED**

Fabric- 65% Dacron polyester/35% combed cotton poplin, permanent press with soil release finish. 4.0 to 4.25 ounces per square yard. Thread count 106 X 52.

Style- Long Sleeve shirt with sport color, two pockets and round style hem.

Sizes- Small through 4X-Large. Sleeve lengths: short regular and long.

Front- 1-1/8" hemmed left front, 7/8" hemmed right front. Six four hole melamine buttons with snap at collar. Buttonholes are chain stitched. One pocket each front.

Back- Plain back with two pieced yoke, bottom hemmed 3/16".

Collar- Sport style collar, fully lined with 3.75 H Press, 2-3/4" X 1/2" collar stays.

Sleeves- Long sleeves with square cuffs lined with 4.25 weight permanent press 100% cotton, one button closure. Cuff width 2-1/2", top stitched 1/4". Sleeves have a continuous sleeve facing for the vent.

Pockets- One each front, turn back hem and one bar tack at each upper corner and one on left pocket for pencil partition. One button and buttonhole each pocket.

Thread- Colorfast polyester used in all operations.

Cutting- Shirt parts are marked and precision cut utilizing the latest technology available through Micro dynamics and Gerber computerized equipment.

Finishing- Finished shirts are steam pressed. Care instructions on garment label.

Label- All shirts have a label permanently attached showing size, lot number, fiber content and brand identification. Care instructions are stamped inside the right front of shirt.

Color- Light Blue, Light Gray, White, and Tan.

#### 4.10.4 SHORT SLEEVE WORK SHIRTS- (QUANTITY DETERMINED BY EACH EMPLOYEE -NOT TO EXCEED 11 WITH A COMBINATION OF LONG AND SHORT SLEEVE) - **SHIRTS MUST BE ABLE TO BE TUCKED**

Fabric- 65% Dacron polyester/35% combed cotton poplin, permanent press with soil release finish. 4.0 to 4.25 ounces per square yard. Thread count 106 X 52.

Style- Half sleeve shirt with sport collar, two piece yoke, two pockets and round hem style hem.

Sizes- Small, medium, large, x-large, and 2x-large.

Front- 1-1/8" hemmed left front, 7/8" hemmed right front. Six four hole melamine buttons with snap at collar. Buttonholes are chain stitched. One pocket each front.

Back- Plain back with two piece yoke, bottom hemmed 3/16".

Collar- Sport style collar, fully lined with 3.75 H Press, 2-3/4" X 1/2" collar stays.

Sleeves- Half sleeves measure 9 1/2" from shoulder seam with 1" hem and bar tack reinforcement at sleeve seam.

Pockets- One each front, turn back hem and one triangle tack at each upper corner.

Thread- Colorfast polyester used in all operations.

Cutting- Shirt parts are marked and precision cut utilizing the latest technology available through Micro dynamics and Gerber computerized equipment.

Finishing- Finished shirts are steam pressed. Care instructions on garment label. .

Label- All shirts have a label permanently attached showing size, lot number, fiber content and brand identification. Care instructions are stamped inside the right front of shirt.

Color- Light blue, Light Gray, White and Tan.

#### 4.10.5 EXECUTIVE SHORT & LONG SLEEVE SHIRTS (QUANTITY 11 PER EMPLOYEE)

Fabric- 4.25 oz. per yard dyed oxford. 60% combed cotton/40% polyester with easy care finish.

Closure- Seven buttons with vertical buttonholes.

Collar- Two-piece lined, banded and top stitched. Button-down.

Cuffs (long sleeve)- Two piece, top stitched with rounded corners. One pleat at button end of cuff.

Facing- Center pleat placket.

Pockets- One hem spade style with triangular bar tacks.

Other- Separate two piece top stitched yoke, tailored sleeve placket, box pleat back, single needle armhole.

Style- Oxford Executive Shirt.

#### 4.10.6 JACKETS- (QUANTITY 2 PER EMPLOYEE)

Fabric- 65% Dacron polyester/35% combed cotton twill, permanent press with soil release finish. Minimum 8.0 ounces per square yard.

Style- Trim-flex jacket, modern styling with two front welt-slash pockets and left breast pocket. Two panel front, bi-swing back with two piece yoke. Self fabric waistband with elastic inserts.

Sizes- 36 to 56. Sleeve lengths available in S to XL.

Front- Two panel front with welt-slash pockets and one breast pocket with welt. Pocket openings are bar tacked at each end. Pocketing material is 65% polyester/35% cotton, 2.30 weight.

Back- Bi-swing back with two piece yoke, hidden stretch knit inserts over each shoulder, taped and hemmed bottom. Self fabric waistband, 2-1/2" wide, with elastic inserts at each side.

Liner- All jackets shall have a permanently attached liner or underliner. All jackets required will be in industry standard colors only.

Sleeves- Two piece sleeves. One piece cuffs with a 2- 1/2" finished width, two buttons for adjustment, top stitched 1/4" and bar tacked.

Collar- Two piece construction with 4.25 weight 100% cotton lining, sewn in 3-1/4" x 1/2" collar stays and 1/4" top stitching.

Zippers- Industrial weight brass type with heavy duty slider and metal stops on permanent press tape. Aluminum zipper on inside facing for zip-in/zip-out thinsulate liner.

Thread- Colorfast polyester used in all operations.

Cutting- Jacket parts are to be marked and precision cut utilizing the latest technology available through Micro dynamics and Gerber computerized equipment.

Finishing- Finished jackets are to be pressed and cured.

Label- All jackets will have a label permanently attached showing size in inches and centimeters, and brand identification. A label should also be attached showing lot number, fiber content, and care instructions.

Color- Dark Blue, Brown, Dark Gray, and Khaki.

Issuance of jackets will be of medium weight, all season, hip jacket in inventory of 2 units.

#### 4.10.7 EMBLEMS- DEPARTMENT IDENTIFICATION (QUANTITY ONE PER SHIRT/JACKET)-

The department identification emblems measure 2 ½" x 4" and are to be semi-permanent. The background and letter color will vary with each department. All emblems will have embroidered edges and lettering. Emblem is to be affixed above the left pocket on all shirts. Emblem will also be affixed to the upper left area of jackets, approximately the same location as the shirts. The color and design of all emblems shall be coordinated with each Department Representative. All emblems shall be standard sized. Department emblems will have embroidered edges and embroidered or X-press text.

#### 4.10.8 EMBLEMS- NAME (QUANTITY ONE PER SHIRT/JACKET)-

The name emblems measure 3 ½" x 1 ½" and are to be semi-permanent. The background and lettering color will vary with each department. The emblems will contain one name only, i.e. John, Jim, Johnson, Smith. Name emblem will be affixed above right on shirts. The color and design of all emblems shall be coordinated with each Department Representative. All emblems shall be standard sizes.

All lettering on emblems will be x-press or embroidered. No laundry marked or silk screened emblems will be excepted.

**BID PRICE IS TO INCLUDE ALL AFFIXATION COST OF EMBLEM.**

**NOTE: The contractor must also have available for employees with documented medical conditions, a 100% combined cotton twill, permanent press, with soil release finish. The Contractor will be furnished a list of all employees with documented medical conditions at the time of measurement.**

#### 4.11 CONTRACT PRICING:

- 11.1 All bid prices submitted shall be on the basis of once a week delivery and pick-up by Contractor to and from the locations as specified below, and shall be based on a flat quantity per week per employee billing, subject to fluctuation according to employee count.:

Chatham County Public Works/Bridges/Solid Waste/Water and Sewer (**This department is in transition and there will be a change in location**)

Mr. Robert Drewry, Director  
7235 Sallie Mood Drive  
Savannah, Georgia 31406  
(912) 652-6840

Chatham County Fleet Operations (**This department is in transition and there will be a change in location**)

Mr. Michael Grant, Fleet Manager  
7235 Sallie Mood Drive  
Savannah, Georgia 31406  
(912) 652-6875

Chatham County Parks and Recreation **(This department is in transition and there will be a change in location)**

Mr. Al Lipsey, Deputy Director  
Lake Mayer Community Park  
Montgomery Crossroads  
Savannah, Georgia 31406  
(912) 652-6785

Chatham County Facilities Maintenance and Operations  
Mr. Jerrell McRell, Interim Superintendent  
Administrative/Legislative Courthouse  
124 Bull Street, Suite 210  
Savannah, Georgia 31401  
(912) 652-7871

- 4.11.2 Contract pricing shall also include any built-in costs for replacement of worn or damaged garments, repair, cleaning/laundrying, alterations, and delivery and pick-up of garments. No additional or add-on costs will be considered. *Chatham County will compensate for the replacement cost of any garment which is intentionally abused and/or lost. Contractor shall immediately notify Department Representative of each and every related incident. Bidder shall state the replacement cost(s) on bid sheet.*
- 4.11.3 The check-in/check-out form supplied by Contractor shall show at a minimum, the number of shirts and pants turned in by each employee, and the number of shirts and pants returned cleaned to the employee each week. Department representative(s) will coordinate the check-in/check-out process with Contractor.

**4.12 SAMPLE REQUIREMENT:**

- 4.12.1 Bidder may be required to furnish samples of uniform garments as listed in these specifications. Samples shall be an exact item which will be bid and furnished by the successful bidder. Samples required from Bidder will be requested by Chatham County **after** bid opening. Bidder will be notified of sample requests in the form of a "Certified" letter. Bidder will be required to label all samples with company name, manufacturer and bid number. All samples are to be sealed in boxes with bid number and bidders name identified on the outside of the box or boxes. The contract will not be awarded until all samples have been examined and approved by the using department(s). Upon award of Contract to the lowest responsible bidder, samples from other vendors can be picked up from the Chatham County Purchasing Department. Chatham County will return samples to bidders if the bidder supplies a "haul tag" or makes freight arrangements.

**4.13 INSURANCE REQUIREMENTS:**

- 4.13.1 The Contractor shall procure, and maintain for the duration of the contract, insurance



against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his Agents, Representatives, and Employees. The cost of such insurance shall be included in the Contractor's bid. Prior to the commencement of any work the Contractor shall obtain and furnish certificates of insurance to the County indicating the minimum lines of coverage as outlined in section 2.16 of this bid package.

**4.14 BILLING/INVOICES:**

4.14.1 All invoices are to be mailed to:

Chatham County Finance Department  
Accounts Payable  
P.O. Box 9297  
Savannah, Georgia 31412  
(912) 652-7900

14.2 All invoices shall identify using department, date(s) of service, employee name, items provided, and weekly unit cost per employee as per specifications stated herein.

14.3 Contractor shall submit separate invoices by the departments/sections listed:

Public Works  
Solid Waste  
Bridges  
Water & Sewer  
Fleet Operations  
Parks & Recreation  
Facilities Maintenance & Operations

14.4 When a Chatham County employee is transferred to another County Department or leaves County employment, all uniform items shall be turned in to the Department representative or their designee. The Department Representative or their designee shall inform the contractor of any changes in an employee's status affecting their uniform issue. The Contractor shall within ten (10) business days after notification and turn in of all uniform items by the Department Representative or their designee on behalf of the employee, transfer the employee's uniform changes and remove the employee's name and associate charges from the invoice.

If an employee does not turn in all of their uniform items issued, the Department Representative or their designee shall turn in to the Contractor all uniform items received from the employee, and shall provide the Contractor with a complete list of the uniform items missing. The contractor shall provide within ten (10) business days an invoice for those items.

**4.15 REFERENCE REQUIREMENT:**

- 4.15.1 Four (4) references are required of firms the bidder has supplied uniform rental to within the last 24 months, and is to be included with this solicitation.
- 4.15.2 References shall be provided on the form included herein and will consist of Company Name, Address, Phone Number, Contact Person, and Date(s) services were provided.

***ANNUAL CONTRACT FOR UNIFORM RENTAL SERVICES FOR  
VARIOUS CHATHAM COUNTY DEPARTMENTS***

<b>Department/Uniform Type:</b>	<b>Number Employees:</b>	<b>Weekly Cost: (Per Employee)</b>	<b>Total Weekly (Per Agency)</b>	<b>Total Yearly (Per Agency)</b>
<b>Public Works (Work )</b>	<b>56</b>			
<b>Public Works (Executive)</b>	<b>13</b>			
<b>Solid Waste (Work)</b>	<b>20</b>			
<b>Solid Waste (Executive)</b>	<b>4</b>			
<b>Bridges (Work)</b>	<b>7</b>			
<b>Bridges (Executive)</b>	<b>2</b>			
<b>Water &amp; Sewer (Work)</b>	<b>4</b>			
<b>Water &amp; Sewer (Executive)</b>	<b>1</b>			
<b>Fleet Operations (Work)</b>	<b>13</b>			
<b>Fleet Operations (Executive)</b>	<b>3</b>			
<b>Parks &amp; Recreation (Work)</b>	<b>26</b>			
<b>Parks &amp; Recreation (Executive)</b>	<b>7</b>			
<b>Facilities Maintenance &amp; Operations (Work)</b>	<b>19</b>			

<b>TOTAL ANNUAL BID:</b>	
------------------------------	--

*\* Employee Count is subject to fluctuation*

**REPLACEMENT COST FOR INTENTIONALLY DAMAGED OR LOST UNIFORMS:**

<b>ITEM/DESCRIPTION:</b>	<b>UNIT COST:</b>
<b>Work Shirt</b>	
<b>Executive Shirt</b>	
<b>Work Trousers</b>	
<b>Executive Trousers</b>	
<b>Jackets</b>	
<b>Coveralls</b>	

\_\_\_\_\_  
NAME/TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

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

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER



**ATTACHMENT A**

**DRUG - FREE WORKPLACE CERTIFICATION**

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE **\*\*DRUG-FREE WORKPLACE\*\***, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

\_\_\_\_\_ (CONTRACTOR) certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **ANNUAL CONTRACT FOR UNIFORM RENTAL SERVICES AT VARIOUS CHATHAM COUNTY DEPARTMENTS (PROJECT)** pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
DATE

**ATTACHMENT B**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know All Men By These Presence, that I (We), \_\_\_\_\_  
Name

\_\_\_\_\_, \_\_\_\_\_  
Title Name of Bidder

(herein after Company) in consideration of the privilege to bid/or propose on the following Chatham County project procurement **ANNUAL CONTRACT FOR UNIFORM RENTAL SERVICES AT VARIOUS CHATHAM COUNTY DEPARTMENTS** hereby consent, covenant and agree as follows:

- (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 the bid submitted to Chatham County or the performance of the 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 with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT C

### DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

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2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

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3. List any convictions or civil judgments under states or federal antitrust statutes.

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4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

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5. List any prior suspensions or debarments by any governmental agency.

---

6. List any contracts not completed on time.

---

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

---

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

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I, \_\_\_\_\_, as \_\_\_\_\_  
Name of individual Title & Authority

of \_\_\_\_\_, declare under oath that

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

the above statements, including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_ by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

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

My Commission expires:

\_\_\_\_\_

Resident State: \_\_\_\_\_

C-2  
**ATTACHMENT D**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

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

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_

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

My Commission Expires:

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**SUBCONTRACTOR AFFIDAVIT**

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 (name of contractor) on behalf of (name of public employer) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

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

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 200\_

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

\_\_\_\_\_  
\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**ATTACHMENT E**

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Printed or typed Name of Signatory)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NOTE:** The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

**ATTACHMENT F**

**Chatham County  
Minority and Women Business Enterprise Program  
M/WBE Compliance Report**

Name of Bidder: \_\_\_\_\_

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

Bid No: \_\_\_\_\_

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total \_\_\_\_\_%

WBE Total \_\_\_\_\_%

M/WBE Combined \_\_\_\_\_%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature \_\_\_\_\_ Print \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

ATTACHMENT G

***Systematic Alien Verification for Entitlements (SAVE)  
Affidavit Verifying Status for Chatham County Benefit Application***

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for \_\_\_\_\_ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

\_\_\_\_\_  
Printed Name:

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires:

**REFERENCES**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

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**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

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**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

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**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

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## CHECKLIST FOR SUBMITTING BID

**Sign below and submit this sheet with Bid**

**NOTE: All of the following items must be submitted with your Bid to be considered “responsive”.**

1. ACKNOWLEDGMENT OF ANY/ALL **ADDENDUMS** (Page 3 of ITB).
2. **ORIGINAL SURETY BOND (5% OF BID) ALONG WITH SURETY REQUIREMENTS SHEET FILLED OUT** (Page 22 of ITB). **NOT APPLICABLE TO THIS PROJECT**
3. BID SHEET COMPLETELY FILLED OUT AND SIGNED.
4. **“LIST OF SUBCONTRACTORS” SHEET FILLED OUT WITH ALL SUBCONTRACTORS AND SUPPLIERS.**
5. **“% TO MBE SUBCONTRACTORS/SUPPLIERS’ SHEET COMPLETELY FILLED OUT SHOWING \$ AMOUNT AS WELL AS % OF PROJECT THAT IS PROJECTED TO GO TO MBE/WBE SUBCONTRACTORS/SUPPLIERS.**
6. **REFERENCES** - Forms for Reference Information are attached to this Bid Package.
7. **COMPLETE AND SUBMIT ALL ATTACHMENTS TO THE ITB (Attachments A thru G). \*E-2 MUST BE FILLED OUT FOR EACH SUBCONTRACTOR.**
8. **SUBMIT A COPY OF YOUR BUSINESS TAX CERTIFICATE.**

\_\_\_\_\_  
NAME/TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

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

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER



LEGAL NOTICE  
CC NO. 165242

Invitation to Bid

Sealed Bids will be received until **2:00 P.M. on JUNE 12, 2012** and publicly opened in the Chatham County Purchasing & Contracting Department, at **The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406**, for: **BID NO : 12-0060-7 “ANNUAL CONTRACT FOR UNIFORM RENTAL SERVICES FOR VARIOUS CHATHAM COUNTY DEPARTMENTS”**.

**Bid Packages are available from the office of the Chatham County Purchasing & Contracting Department at the above address.**

The Bid Package can be downloaded and printed from the County Purchasing and Contracting website <http://purchasing.chathamcounty.org>.

**All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Robin Maurer at (912) 790-1623.**

CHATHAM COUNTY HAS THE AUTHORITY TO REJECT ALL BIDS AND WAIVE MINOR FORMALITIES.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

---

MARGARET H. JOYNER, PURCHASING AGENT

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SAVANNAH NEWS/PRESS INSERT: May 24 June 1, 2012

Please send affidavit to:  
Chatham County Purchasing & Contracting Department  
P.O. Box 15180  
Savannah, Georgia 31416  
(912) 790-1623