

INVITATION TO BID

BID NO. 14-0104-7

PURCHASE OF NEW 2014 REFUSE COLLECTION TRUCK

PRE-BID CONFERENCE: 10:00AM, OCTOBER 7, 2014

BID OPENING: 2:00PM, OCTOBER 16, 2014

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER JAMES J. HOLMES

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

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

PAYMENT BOND

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 woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with at least 51% ownership 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. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic _____

Native American or Alaskan Indian _____ Woman _____

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, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1623

Date: September 26, 2014

BID NO. 14-0104-7

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, OCTOBER 16, 2014,** 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 are 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.

A **Pre-bid conference** has been scheduled to be conducted at **The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406,** at **10:00AM, OCTOBER 7, 2014,** to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Your attendance is encouraged.

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 M/WBE participation goals.

**SECTION I
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 **Immigration:** On 1 July 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. Contractors and subcontractors 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 . 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.

- 1.18 **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.

SECTION II GENERAL TERMS, CONDITIONS AND EXCEPTIONS

- 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 **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.
- 2.4 **Completeness:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.5 **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.
- 2.6 **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.
- 2.7 **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.
- 2.8 **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.
- 2.9 **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.

- 2.10 **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.
- 2.11 **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.
- 2.12 **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.
- 2.13 **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.
- 2.14 **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.

- 2.15 **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.**

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

Name of the Producer (Contractor's insurance Broker/Agent).

Companies affording coverage (there may be several).

Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).

A Summary of all current insurance for the insured (includes effective dates of coverage).

A brief description of the operations to be performed, the specific job to be performed, or contract number.

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.

2.15.2 **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.

2.15.3 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 is 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.

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.

- 2.20 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for minority/woman, 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 M/WBE 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/WBE) 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.
- 2.21 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/WBE's. 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 Connell

Heyward, Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 310, Savannah, Georgia 31401, (912) 652-7860 phone, (912) 652-7849 fax.

- 2.22 **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 aloud 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.

- 2.23 **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.

- 2.24 **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.

- 2.25 **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.

SECTION III ADDITIONAL CONDITIONS

3.1 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.

3.2 WARRANTY REQUIREMENTS: (SEE SECTION 4.8 OF SPECIFICATIONS)

- 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.

3.3 **TERMS OF CONTRACT:** (check where applicable):

- a. Annual Contract (with renewal options for four (4) additional one (1) year terms if all parties agree)
- X 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.

PURCHASE OF NEW 2014 REFUSE COLLECTION TRUCK

SPECIFICATIONS FOR:

BID NO. 14-0104-7

SCOPE: It is the intent of this specification to describe a hydraulically actuated packer body of the rear loading type with the following minimum specifications considered necessary to perform the work assigned. The body shall be capable of compacting and transporting refuse to a landfill or transfer station and dispensing the load by means of hydraulic ejection. The bidder must provide location of dealer for body warranty service in Chatham County. Bids will be accepted from vehicle dealerships only. No bids from vehicle brokers or re-sellers will be considered. Bidder must provide the sources of parts and service within the Chatham County service area for proposed equipment.

GENERAL: All equipment furnished under this contract shall be new and unused. Manufacturer's body must have been in production for at least 10 years. Accessories not specifically mentioned, but necessary to furnish a complete unit ready for use shall also be included. The equipment furnished shall conform to all ANSI Safety Standards Z245.1-2008. Upon delivery the refuse collection truck shall be a complete unit properly serviced and ready for operation.

4.1 QUANTITY: One (1)

4.2 COUNTY CONTACT: CALVIN TURNER (912) 652 - 6878

4.4 DESCRIPTION: NEW 2014 REFUSE COLLECTION TRUCK

4.4.1 Original manufacturer's brochures of the proposed unit are to be submitted with the bid.

4.5 CHASSIS SPECIFICATIONS

4.5.1 Chassis shall be conventional fiberglass tilt hood design with a 66,000 GVWR rating.

4.5.2 1/4" Main Frame with Inside Channel Reinforcement

4.5.3 Engine , 370 HP @ 2100 RPM, 1350 ft. lb. Min Torque

4.5.4 Transmission Allison HD4500RDS Automatic, Six Speed

4.5.5 Ratio 4.56:, 68 mph geared/65 mph road speed limit

4.5.6 Air Compressor, 13.2 CFM Bendix

- 4.5.7** Alternator Delco 12 volt, 135 amp
- 4.5.8** Batteries, Three 1980 CCA
- 4.5.9** Battery Disconnect/lockout Switch also jump start point outside of battery box
- 4.5.10** Idle Shutdown System – 15 minutes
- 4.5.11** Engine Block Heater
- 4.5.12** Exhaust, Single Vert with turnout not to extend more than 6” above cab
- 4.5.13** Starter, 12 volt
- 4.5.14** Sprayed moisture proofing on electronic connections
- 4.5.15** Transmission Neutral control for variable spd. stationary operation
- 4.5.16** Drivelines, Spicer 1760 Main and 1710 HD Interaxle with coated splines
- 4.5.17** Galvanized Steel or Aluminum Cab
- 4.5.18** Cab must have 3 man seating with seat belts
- 4.5.19** Air conditioner factory installed
- 4.5.20** Engine protection alarm system, with light and buzzer
- 4.5.21** Electronic speedometer with trip odometer
- 4.5.22** Electronic tachometer with hour meter
- 4.5.23** Roll up window on both sides
- 4.5.24** Hand Throttle Control, Electronic
- 4.5.25** Air Horn, twin trumpet
- 4.5.26** AM/FM Radio
- 4.5.27** Radio antenna
- 4.5.28** Driver seat, mid back air suspension

- 4.5.29** Rider seat, fixed non-suspension two man
- 4.5.30** Front bumper, extension mount
- 4.5.31** Wheelbase and CA for 25 cubic yard body
- 4.5.32** Crossmember 0.5” thick steel plate (2), bolted back to back, behind cab
- 4.5.33** Skid plate under bumper and radiator
- 4.5.34** Front tow hooks
- 4.5.35** 70 gallon LH rectangular steel fuel tank
- 4.5.36** Front axle 20,000# Capacity – Set Back
- 4.5.37** Front tires, 315/80R22.5/20 ply
- 4.5.38** Hub Pilot (disc) White
- 4.5.39** Front Brakes, Meritor Q+ type “S” cam 16.5” X 6”
- 4.5.40** Front brake drums, cast outboard mounted
- 4.5.41** Front slack adjusters, automatic
- 4.5.42** Front springs, multi-leaf 20,000# grd. Ld. Rating
- 4.5.43** Rear axle, 46,000# capacity
- 4.5.44** Rear suspension, 3 leaf T-ride or equivalent 46,000# capacity
- 4.5.45** Suspension fastening system, huck bolts
- 4.5.46** Rear tires, 11R22.5, 14 ply, traction type
- 4.5.47** Rear brakes, Meritor Q-plus “S” cam 16.5” X 7”
- 4.5.48** Rear brake drums, cast outboard mounted
- 4.5.49** Rear slack adjusters, automatic
- 4.5.50** Anti sway springs

- 4.5.51 50” axle spacing
- 4.5.52 ABS Federal anti-lock braking system
- 4.5.53 Air dryer, Bendix “system guard” AD-9 heated
- 4.5.54 30/30 air brake chambers
- 4.5.55 Air reservoirs, location mounted inside frame rail forward of bogie
- 4.5.56 Cab painted Winter White to match County current fleet
- 4.5.57 Chassis running gear painted black
- 4.5.58 Inside cab mounted 5lb fire ext and first-Aid kit
- 4.5.59 (2ea)sets of Body & Chassis service manuals on CD/DVD or full 10 year web access
- 4.5.60 Independent flasher system
- 4.5.61 Front engine mount PTO pump
- 4.5.62 Fender Extensions

4.6 REARLOAD BODY BID SPECIFICATIONS

4.6.1 CAPACITY

- A. The body shall have a minimum capacity of 25 cubic yards
- B. The body shall have an average compaction rate of 1,100 pounds per cubic yard

4.6.2 BODY DIMENSIONS

- A. Maximum overall body width not to exceed 96”.
- B. Maximum overall length and height (*with tailgate in Locked position*) above the chassis frame not to exceed:

Capacity	Length	Height	CT
25 Cu. /Yd.	285”	99.5”	162”

C. Body weight (exclusive of options) shall be a minimum of:

Capacity	Weight
25 Cu. /Yd.	17,900 pounds

4.6.3 BODY CONSTRUCTION

- A. The body shall be constructed entirely of 10 gauge 80,000 PSI steel.
- B. Body sides, roof shall be curve shell design without the need of side bracing. Continuous operation at maximum loads without harmful deformation or wear. Brake formed body sides will not be accepted.
- C. The roof shall be constructed of 10 gauge 80,000 PSI steel.
- D. The body sides shall be constructed of 10 gauge, 80,000 PSI steel. Sides shall be braced along the bottom 3 1/2" x 12" from tailgate tapered to a point at the front of the body. Longitudinal braces shall be interconnected with floor gussets and continuously welded.
- E. The body floor shall be 1/4" 100,000 PSI steel with 7 gauge support gussets. *(Trough floors not acceptable)*
- F. Side access door shall be located on the street side of the body side wall. The door shall be securely fastened to the body side wall by removable hinges. (30" x 30")
- G. Side access door shall be equipped with a safety interlock to disengage the hydraulic system when open. Include Step access.

4.6.4 TAILGATE DIMENSIONS

- A. Hopper opening width shall not be less than 80" wide and 50" high.
- B. Hopper capacity shall not be less than 3.55 cubic yards per Wastec Recommended Practice (DWRP03 N01) and without the use of Hopper extensions. Welded or bolted on. Two piece tailgate designs will not be accepted.
- C. Hopper cycle time with the standard PTO and pump shall not exceed an average of 25-28 seconds.
- D. The entire hopper floor shall be a minimum of 1/2" 100,000 PSI steel

adequately braced to withstand maximum loading pressures.

- E. The hopper sides shall be constructed of 1/4" 100,000 PSI steel.
- F. The hopper wall braces shall be 10 gauge 80,000 PSI high strength steel.
- G. The hopper channels are to be 8.5"x3.5"x1/4" 50,000 PSI steel, and the track rails are to be 1/2"x3".

4.6.5 TAILGATE CONSTRUCTION

- A. Tailgate is to be attached by (2), 1 1/2" thick plate hinges.
- B. The tailgate shall have a water tight sealing height of 54".
- C. The slide panel guide track shall be constructed of 1/2" x 3" 36,000 PSI yield steel. (*Free floating design is not acceptable*).
- D. The tailgate shall be held in the closed position with auto tailgate locks.
- E. The tailgate shall be raised by two 3 1/2" x 42" double acting cylinders equipped with restrictors to prevent precipitous tailgate decent in the event of a broken hydraulic line.
- F. The tailgate perimeter edge shall be reinforced by 3" x 2" x 1/4" wall structural tube steel.
- G. Tailgate shall be equipped with a chemically inert seal to provide a watertight seal.
- H. Hopper floor shall remain stationary during the packing cycle and shall be equipped with a 1 1/2" NPT drain plug.
- I. The hopper load sill shall be constructed from a 3/8" plate welded to a 1/4" wall formed structure and be 3" below the chassis frame height.
- J. Self cleaning grip strut steps and grab handles shall be required on both sides of the tailgate. The steps shall be bolted on for easy repair or removal.

4.6.6 PACKING MECHANISM CONSTRUCTION

- A. The sweep panel shall be of the backhoe packing type, and designed to have a minimum clearance to thoroughly clean the hopper bottom during cycling.
- B. The sweep panel face plate shall be constructed of 1/4" 100,000 PSI steel and shall be reinforced with internal braces constructed of 3/8" thick steel. It shall be equipped with 3/4" thick high strength cylinder supports, 3/8" 50,000 PSI steel braces and 1/4" 50,000 PSI gussets.
- C. The sweep panel shall be powered by two 5" x 2 5/8" double acting cushioned cylinders equipped with replaceable bushings.
- D. The sweep pivot bearings are to be 4 1/2" ID x 5" OD bronze bushings.
- E. The sweep panel cutting edge is to be 5/8" AR200 steel.
- F. The slide panel face plate shall be constructed of 1/4" 100,000 PSI steel with 3/4" 50,000 PSI steel side frames and 3/16" 80,000 PSI steel center support braces.
- G. The slide panel shall be powered by two 5 1/2" x 38 5/8" stroke cushioned double acting cylinders.
- H. The linear slide movement of the panel shall be accomplished on two high strength rectangular tubing with each having an upper and lower UHMW pad that measures 4" x 14".
- I. All Packing cylinder must be mounted inside the Structure of the tailgate. (Tailgate mounted cylinders on the outside will not be permitted).
- J. The pivotal rotation of the sweep panel shall be accomplished through the sweep panel cylinder pivot which shall consist of two 2" diameter stress proof pivot pins.
- K. The slide, sweep and option cycles will be positive and automatic and be operated from the right hand side of the tailgate at the rear; all levers to be clearly identified that allow the operator to start, stop and reverse the direction of any function, at any time throughout the packing cycle.
- L. UHMW slide pads shall be easily replaced without removing the slide Panel or slide shoes through easy external ports.

4.6.7 EJECTION PANEL CONSTRUCTION

- A. Ejection panel shall form the front of the body and be hydraulically operated and designed to have a minimum clearance to thoroughly clean the body during cycling.
- B. The load shall be discharged by means of a center mounted positive ejection system. A double acting, 7.5" bore telescopic cylinder shall extend and retract the full length of the body.
- C. The ejection panel face plate shall be constructed of ¼" 100,000 PSI sheet steel and reinforced with trapezoidal cross members of 3" x 3" and 4" x 4" 1/4" wall structural tube.
- D. The ejection panel shall slide on four 1" x 4" x 48" UHMW high density slide bearing blocks. (Cast alloy shoes for the ejection panel will not be allowed)
- E. The ejection panel shall extend and retract without the assistance of clamp bars.
- F. The ejection panel will be automatically retracted during the packing mode by a pilot activated pressure relief system for optimum load density.
- G. The ejector panel and tailgate raise controls to be positive type, manually activated and shall be mounted outside at the front of the body on the front left-hand side of the body.
- H. The telescopic cylinder shall not lay in a horizontal position on the floor of the packer. It shall be mounted at an angle so as to prevent trash at the floor level accumulating on it.
- I. Ejection cylinder must be mounted to floor not body roof.

4.6.8 CONTROLS

- A. The packing mechanism controls shall be located curbside and incorporate direct linkage to the valve spool. The valve sections will be located within the side frame of the tailgate and be easily accessible. The speed up sensor for the packing mechanism shall be a proximity style switch adequately protected from limbs and debris. (Controls in upper portion of tailgate will not be allowed).
- B. An electrical device shall be supplied to automatically raise the engine speed to the proper RPM during the packing cycle.

- C. An additional throttle advance switch shall be mounted at the front left hand side of the body near the tailgate raise control handle and at the rear right hand side near the packing panel control.
- D. A Back Pack Valve shall be required to automatically retract the ejection panel when packing against it by sensing the packing pressure at the rear valve.
- E. The packing panel control shall be designed to accomplish the normal packing cycle in two steps and shall be reversible or stopped at any time during the cycle.
- F. The packing panel control shall be a two handle design and located at the rear of the tailgate on the curbside.

4.6.9 HYDRAULIC SYSTEM

- A. A power takeoff/pump combination shall be used to power the hydraulic system.
- B. All hydraulic valve shall be mechanically operated and use direct link controls.
- C. Front valve shall not be mounted under the body to protect from road debris and damage.
- D. The hydraulic pump shall provide a delivery of 36 GPM at 1400 - 1500 RPM.
- E. Normal maximum operating pressures shall not exceed 2450 PSI.
- F. The hydraulic system shall incorporate a relief valve and a hydraulic pressure gauge to protect all components from excess pressures.
- G. All hydraulic hoses shall conform to S.A.E. Standards. No flat spots in hoses will be acceptable.
- H. Hydraulic tank shall not be less than 60 gallons and must be equipped with a sight and temperature gauge. The tank shall be frame mounted.
- I. A replaceable 10 micron external filter with by-pass valve and visual indicator shall be furnished in the return line of the hydraulic system.
- J. A shut-off valve shall be mounted on the suction line near the oil tank.

- K. All cylinder rods shall be chrome plated.
- L. Sweep and slide cylinder rods induction hardened.
- M. All cylinders shall incorporate nylon wear rings on the piston and rods to prevent metal to metal contact, and an “O” ring is to be used to pre-load the seal.
- N. All cylinder rod end pin lugs shall be welded to the cylinder rod.
- O. Steel hydraulic tubing shall be zinc plated.
- P. All hydraulic tubes shall be securely clamped to prevent abrasion and excessive noise.
- Q. All hydraulic hoses and pipes, wherever they are exposed to limb, ground obstructions, or debris damage, shall be properly shielded or guarded.
- R. All pressure and return hydraulic hoses shall have a 4:1 burst safety factor and use hose ends of 37-degrees JIC fittings wherever possible.

4.6.10 ELECTRICAL

- A. All body wiring shall be loomed and/or in conduit with heat shrunk connectors. Wiring shall be color coded & labeled.
- B. The body shall be equipped with approved LED clearance, warning, tail, license, stop and turn signals in compliance with the national safety standards.
- C. The body shall be equipped with an external audio back up alarm activated when the chassis is in reverse.
- D. Driver alert buzzer shall be installed at the rear of the tailgate located by the packing controls.
- E. A light shall illuminate in the cab when the tailgate is open and an audible alarm will sound when the tailgate is open.
- F. A light bar shall be mounted on the upper section of the tailgate and consist of (4) 4" stop, turn and three clearance lights, in accordance to the national safety standards.

- G. A color rear vision camera shall be installed with a 7” monitor mounted in the cab.
- H. Hopper Lights - Two (2) LED white lamps shall be mounted on the upper half of the tailgate. The lights shall be capable of illuminating the hopper of the tailgate. The lights will be activated by a switch in the cab of the chassis.
- I. LED Strobe Light - A strobe light shall be mounted on the upper half of the tailgate. The light shall be activated by a switch located inside the cab of the chassis. LED Smarts Strobes shall be included on Upper TG cluster, Lower TG cluster, and 2 on the Upper front corners of the body.

4.6.11 PAINT

- A. The body shall be properly cleaned with a chemical etching solution to remove all dirt, oil, and prepare surface for good paint adhesion. All surfaces shall be clean of welding slag. Gray DuPont, lead-free epoxy primer with rust inhibitors shall be applied.
- B. DuPont Elite paint shall be applied. **Chatham County Omaha Orange:**
N0789HN

4.6.12 MOUNTING

- A. Body shall be mounted in accordance to industry standards. No welding shall be performed on the chassis frame during the mounting process.

4.7 SAFETY

- 4.7.1** Access door to body to be equipped with an interlock switch to disable the hydraulic system when the door is open.
- 4.7.2** Safety shut down switch to be provided on the right side of the tailgate.
- 4.7.3** Driver alert switch to be provided at the right rear of the truck.
- 4.7.4** 20 lb. Fire extinguisher mounted on body or truck frame.
- 4.7.5** Triangle reflector kit located in cab.

4.8 WARRANTY

4.8.1. Manufacturer's limited warranty shall apply for a period of one year after date of acceptance of the unit. **Complete Body service/parts manuals and copy on CD.**

4.8.2. Hydraulic cylinders shall have a limited warranty for a period of two year after date of acceptance of the unit.

4.9 DELIVERY:

4.9.1 Delivery cost to 65 Billy B. Hair Drive, Savannah, GA 31408 – At least one day advance notice will need to be made prior to delivery. All items shall be delivered F.O.B. destination and delivery costs and charges included in the bid unless otherwise stated in the specifications or proposal. (DO NOT anticipate drop shipping)

4.9.2 NO Dealer advertising is to be on any vehicle.

4.9.3 Invoices, MV-1 and MSO's shall be sent to Chatham County Fleet Operations, Attn: Lori Love, P.O. Box 8161, Savannah GA 31412
NOTE: All vehicles are to be titled as follows: Commissioners of Chatham County, 124 Bull Street, Savannah, GA 31401

4.9.4 Upon delivery, vehicle will have dealer drive out tags.

4.9.5 Four (4) sets of keys will be provided.

4.9.6 Vehicles will be delivered with not less than a half a tank of fuel.

4.10 SPECIAL CONDITIONS

4.10.1 Operator training is to be conducted by a factory representative, or a factory-trained representative, for a minimum of one (1) day at the time of delivery, with follow-up training of up to three (3) additional days to be included. Training will include operation procedures, safety and maintenance guidelines. All cost associated with the training will be included in the purchase price of the equipment. Location of training will be conducted at the Chatham County Fleet site. Training schedules shall be subject to approval by the County.

4.10.2 All vehicles and vehicular equipment delivered to the County must be accompanied by two (2) copies of complete parts, shop repair, and operator's manuals. The parts manuals must show all component parts including, but not limited to, component assemblies and their substitute components identified by manufactures part number. Any component or sub-assembly not manufactured by the O.E.M. must be identified

including the name of the manufacturer of said component and said manufacturer's part numbers and nomenclature. All parts information must be specific to the unit delivered to the County. All shop repair manuals will include, but not be limited to the following. Complete disassembly instructions, adjustment and replacement procedures, wiring diagrams, hydraulic schematics (where applicable), hose routing, location and function of sensors, time standards where available, and trouble shooting guide.

4.10.3 All vehicles must be accompanied by a factory recommended preventive maintenance schedule including procedures, time hour's mileage intervals, re-placement part numbers, and fluid specifications.

4.10.4 TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER IS 60 CALENDAR DAYS AFTER RECEIPT OF PURCHASE ORDER. A PENALTY OF 5% OF TOTAL BID WILL BE INCURRED AND DEDUCTED FROM THE PURCHASE IF VEHICLE IS NOT DELIVERED IN 60 DAYS AFTER RECEIPT OF PURCHASE ORDER.

4.10.5 Each vehicle(s) shall be delivered with complete certification or origin, warranty, owner's manual and any other necessary credentials.

PURCHASE OF NEW 2014 REFUSE COLLECTION TRUCK

ITEM NO	DESCRIPTION	QTY.	MANUFACTURER'S NAME & MODEL NO. FOR CHASSIS & BODY	UNIT PRICE	TOTAL PRICE
1	2014 Refuse Collection Truck	1 EA			

TOTAL BID \$ _____

Extended warranty for 60 month, 100,000 miles 100% bumper to bumper.

\$ _____

Vendor Name: _____

Agent Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____ Fax: _____

Agent Name: _____

Agent Signature: _____

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 **PURCHASE OF NEW 2014 REFUSE COLLECTION TRUCK** (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 **PURCHASE OF NEW 2014 REFUSE COLLECTION TRUCK** 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.

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.

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

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.

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.

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: _____

DPC Form #45

ATTACHMENT D
CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____,201__.

NOTARY PUBLIC

My Commission Expires:

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

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 Participation 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: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____

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 23 of ITB). (BID BOND NOT REQUIRED FOR 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:** Supply ALL the information that is requested for each Reference. NOTE: *Forms for Reference Information are attached to this Bid Package.*
7. **ALL FIRMS REQUESTING TO DO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ON-LINE AT [HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG).**
8. **COMPLETE AND SUBMIT ALL ATTACHMENTS TO THE ITB (Attachments A thru G).**
9. **SUBMIT A COPY OF YOUR BUSINESS TAX CERTIFICATE.**

NAME/TITLE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

LEGAL NOTICE
CC NO. 165950
Invitation to Bid

Sealed Bids will be received until **2:00 P.M.** on **October 16, 2014** and publicly opened in **Chatham County Purchasing & Contracting Department, at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406,** for: **BID NO : 14-0104-7-PURCHASE OF NEW 2014 REFUSE COLLECTION TRUCK**

Pre-Bid Conference: 10:00 A.M., October 7, 2014. Conference will be held at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406. Your attendance is encouraged.

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

SAVANNAH NEWS/PRESS INSERT: **September 26, 2014**