

INVITATION TO BID

BID NO. 14-0112-7

PURCHASE OF TWO (2) NEW 2014 STREET SWEEPERS

PRE-BID CONFERENCE: 10:00AM, OCTOBER 28, 2014

BID OPENING: 2:00PM, NOVEMBER 6, 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: October 9, 2014

BID NO. 14-0112-7

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, NOVEMBE 6, 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 28, 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 2.20 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 <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

Systematic Alien Verification for Entitlements (SAVE) Program: O.C.G.A. 50-36-1, required Georgia counties to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program.** SAVE is a federal program used to verify that applicants for certain “public benefits are legally present in the United States. Contracts with the County are considered “public benefits. Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for Chatham County Benefit Application prior to receiving any County contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

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.
 - 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 **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.
- 2.17 **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.
- 2.18 **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.
- 2.19 **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.

2.20 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 4.21 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.

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 **shall 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

PURCHASE OF TWO (2) NEW 2014 STREET SWEEPERS

SPECIFICATIONS FOR:

BID NO. 14-0112-7

SCOPE: The purpose of these specifications is to describe the requirements to purchase two (2) 2014 mechanical sweepers that will be utilized by Chatham County's Road Maintenance Department. The following minimum specifications are considered necessary to perform the work it is intended for, Bidder must have a warranty/service center in Chatham County. Any questions regarding this Invitation To Bid please contact Robin Maurer, Procurement Specialist, CPPB, at 912-790-1623, rlmaurer@chathamcounty.org.

GENERAL: All equipment furnished under this contract will be new and unused, and the same as the manufacturer's current production model. Manufacturer's body must have been in production for at least five (5) years. Accessories not specifically mentioned, but necessary to furnish a complete unit ready for use will also be included. This unit, as specified will be completely assembled, mounted, and adjusted with all equipment installed and ready for continuous operation upon delivery to Chatham County.

4.1 QUANTITY: Two (2)

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

4.4 DESCRIPTION: NEW 2014 STREET SWEEPERS

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

4.5 CHASSIS

4.5.1 Chassis will be conventional design with a 33,000 GVW rating, (2014 Freightliner M2 or approved equal).

4.5.2 Wheelbase will be no more than 140 inches.

4.5.3 Chassis will include front tow hooks.

4.5.4 One (1) 50 gallon fuel tank will be shared by both engines and will be easily accessible without raising or shifting any components, a fuel gauge in cab will be supplied.

4.6 CHASSIS ENGINE

4.6.1 Chassis engine will be 2013 emission compliant turbo charged diesel with a minimum of 200 HP @ 2300 RPM (minimum) 520 ft-lbs @ 1600.

4.6.2 Truck engine will be equipped with a single vertical exhaust system.

4.6.3 The cooling system shall be protected to -34 F.

- 4.6.4 Engine will be equipped with single stage dry air type air cleaner with safety element, spin fuel filter, full flow oil filter, and heated fuel/water separator with an in – cab water indicator.

4.7 TRANSMISSION, AXLES, WHEELS, BRAKES

- 4.7.1 An Allison 2500 series (or approved equal) automatic transmission with heavy duty oil cooler shall be provided. An external spin on transmission oil filter is to be provided with the Allison Transmission.
- 4.7.2 Rear axle will have 2 – speed option for proper sweeping speeds.
- 4.7.3 Front axle will be equipped with taper leaf springs and shock absorbers rated for 12,000 pounds.
- 4.7.4 Rear axle air spring will be rated at a minimum of 21,000 lbs.
- 4.7.5 The rear axle air spring system must have automatic height control valves to maintain ride height during transport and have a minimum capacity of 21,000 lbs.
- 4.7.6 The rear axle air spring suspension system will allow the release of air from the air spring to hard rubber bisques with a control valve in the cab. This will allow for solid performance during sweeping operations and full stability while dumping hopper. At other times including sweeper operations the air suspension must be fully inflated.
- 4.7.7 Control of the rear axle air spring system will be by a single control valve on the control console.
- 4.7.8 Front and rear tires and rims will all be interchangeable which will allow for emergency change of tires at the job site.
- 4.7.9 Tires will be tubeless 14 ply 11R22.5 “G” load rated. The rear axle will include dual tires for load capacity. Singles will not be accepted.
- 4.7.10 Rims will be 8 hole steel hub poled 22.5 X 8.25.
- 4.7.11 Brakes will be full antilock air brake with automatic slack adjusters.
- 4.7.12 Air system will include a heated air dryer with automatic moisture ejector.
- 4.7.13 Parking brake will be spring applied rear wheel drum and shoe.

4.8 CAB

- 4.8.1 On a conventional chassis hood will be sloped as much as possible to allow best forward visibility.
- 4.8.2 Steering will be full power with dual operator control.
- 4.8.3 Each system column will have tilt and telescope adjustment.
- 4.8.4 Seats will be adjustable, covered with cloth for air circulation and include 3 points seat belt. Right side seat will have air suspension with controls.
- 4.8.5 Sweeper will include two (2) outside heated and motorized west coast type mirrors with lower 8 – inch convex lens for easy viewing of the side broom during sweeping.
- 4.8.6 To maximize operator visibility of the curb and sweeping gear, an 8” outside RH fender mirror will be mounted forward of the front wheels.

- 4.8.7 For safety, during night sweeping, switches will be illuminated so that can be readily identified without the use of a dome light.
- 4.8.8 Switches will be clearly identified by name and symbol.
- 4.8.9 Cab interior environment will be fully air conditioned, including a fresh air heater/ventilator/defroster.
- 4.8.10 Cab will have full flow through ventilation for optimal temperature control and operator comfort.
- 4.8.11 Wipers will have intermittent feature.
- 4.8.12 Interior cab will have acoustical insulation for low operating noise, automotive trim and center sweep console.
- 4.8.13 All glass will be tinted safety glass.
- 4.8.14 Each operator position will have an adjustable sun visor.
- 4.8.15 Doors will be keyed alike locks.
- 4.8.16 Door windows will be electrical type.
- 4.8.17 Side windows will have a defogger.
- 4.8.18 Cab will have rear window to provide visibility of sweeper.
- 4.8.19 Cab will include 12V supply port
- 4.8.20 Cab will include manufacturer's installed AM/FM radio, speakers and antenna pre-wired will be included.

4.9 INSTRUMENT

- 4.9.1 Chassis left side operator instrument panel shall be chassis OEM, full vision illuminated with tachometer, speedometer, odometer, trip odometer, hour meter, trip hour meter, fuel gauge water temperature gauge, oil pressure gauge, transmission temperature gauge, air pressure gauge, volt gauge.
- 4.9.2 Chassis right side operator instrument panel shall be chassis OEM, full vision illuminated with tachometer, speedometer, odometer, trip odometer, hour meter, trip hour meter, fuel gauge water temperature gauge, oil pressure gauge, transmission temperature gauge, air pressure gauge, volt gauge.
- 4.9.3 Chassis gauges shall include speedometer, odometer, coolant temperature, tachometer, voltmeter, oil pressure, fuel level and air pressure.
- 4.9.4 Chassis engine instruments shall include warning light and chime for low coolant level and high coolant temperature to warn the operator of a potential problem before any damage to the engine occurs.
- 4.9.5 Instruments will include an auxiliary engine air intake restriction indicator mounted in the fixed console, for ease of maintenance, and hopper "full load" indicator to notify the operator the hopper is full.
- 4.9.6 Dash and all console switches including transmission controls and all gauges will be illuminated.
- 4.9.7 Truck instrument will include warning light for battery.

4.10 ELECTRICAL

- 4.10.1 Batteries should be located in an enclosed accessible environment for long life and ease of service, with outside jump start lugs and battery lockout master switch.
- 4.10.2 Chassis shall have two (2) maintenance free batteries rated at not less than 1850 CCA total, 12 volt.
- 4.10.3 Chassis engine shall have a 160 amp alternator.
- 4.10.4 Chassis lighting will include sealed multi-beam halogen lights. Stop, tail, backup, license plate, clearance, turn lights and signal lights will be LED. Gauges and instrument panel will be LED. Turn light will have a switch for hazard mode.

4.11 SWEEPER ENGINE

- 4.11.1 Horsepower rating shall be not less than 74 HP @ 2500 RPM, torque 213 ft-lb @ 1400 RPM.
- 4.11.2 Engine will be equipped with a full flow air filter, dual stage dry air type intake pre leaner with spinner, fuel filter and fuel/water separator.
- 4.11.3 Engine will have at a minimum be protected by a 50/50 mixture anti-freeze/water for cold weather storage.
- 4.11.4 Sweeper engine, radiator and all auxiliary devices shall be isolation mounted through a dedicated engine frame.
- 4.11.5 Engine will have a safety shut down system for high coolant temperature low oil pressure.
- 4.11.6 Sweeper engine compartment and radiator shall be accessible without the use of any tools.
- 4.11.7 A protective shield will be mounted under engine frame.
- 4.11.8 An automatic shutdown engine system will be included which protects against damage when high coolant temperature, low pressure or low hydraulic oil levels occur.

4.12 MAIN BROOM

- 4.12.1 The main broom will not be less than 60 inches long and not less than 36 inches in diameter.
- 4.12.2 A hydraulic motor directly mounted to the broom core shall drive the broom.
- 4.12.3 To provide flexibility for varying sweeping conditions, broom speed shall be variable 50 RPM to 150 RPM.
- 4.12.4 Suspension and pressure control shall be hydraulic, automatic self-adjusting and maintain set pattern throughout the life of the broom with no input from the operator. Broom pressure indicator shall be a gauge in the engine compartment.
- 4.12.5 Independently operated arms to maintain a set pattern over all surfaces, without the use of shocks, springs, or linkages.
- 4.12.6 Main broom will be mandrel type for standard core broom.
- 4.12.7 Main broom shall be equipped with a poly solid style broom.
- 4.12.8 Sweeping path shall not be less than 10 feet wide with right and left side broom activated.

- 4.12.9 Main broom will be shielded by a hinged steel broom hood.
- 4.12.10 For safety, main broom will automatically stop and rise when transmission is placed in reverse.
- 4.12.11 Main broom should be designed to prevent material from being thrown into following traffic, but should be capable of channeling over throw back into the dirt chamber.
- 4.12.12 Main broom will have two (2) LED work lights.
- 4.12.13 Main broom shall be hydraulically raised and lowered with down pressure gauge located in cab.
- 4.12.14 Main broom grease fittings will be centrally located.

4.13 CONVEYER

- 4.13.1 Conveyer will be able to load hopper to 100% of rated useable capacity.
- 4.13.2 Conveyer rotation, forward or reverse shall be selectable without leaving cab and equipped with an alarm to alert driver that conveyer is stuck. Conveyer speed will be variable with sweeper engine controlled from the cab and conveyer shall be reversible to directing without stopping or reversing any broom
- 4.13.3 Conveyer will be a reverse running flight and squeegee conveyer system. Eight flights with replaceable edge squeegees are standard. The option to add additional flights up to a total of twenty four (24) is available or Expectable equivalent.
- 4.13.4 Conveyer will be capable of effectively sweeping debris of varying sizes (from large bulky trash items 9 inches in height to fine sand.) without the need to make any adjustments to conveyer system.
- 4.13.5 The lower portion of the conveyer of the conveyer shall be capable of raising 9 inches while sweeping for any type of material.
- 4.13.6 For safety, the conveyer shall automatically stop and raise when the transmission is placed in reverse or when the sweeper is put in transport mode.
- 4.13.7 Conveyer grease fittings shall be centrally located.

4.14 HOPPER

- 4.14.1 For safety, the hopper shall be right side dumping, allowing an operator to observe the dump target and surrounding area at all times from the cab, without the use of mirrors.
- 4.14.2 Hopper floor shall be ¼” hardox.
- 4.14.3 Hopper door sides and top must be a minimum of 10 gauge steel.
- 4.14.4 Hopper volumetric capacity shall not be less than 4.5 cubic yards. Usable capacity not less than 3.5 cubic yards. A hopper inspection door shall be supplied
- 4.14.5 Hopper shall dump at varying heights ranging from 24 inches through a height of 136 inches as measured at the lowest point under the open hopper chute.
- 4.14.6 Hopper shall tilt to 50 degrees to ensure complete removal of debris.
- 4.14.7 Lift mechanism shall be single stage, scissor lift system utilizing two hydraulic cylinders with a bore of not less than 5.0 inches and stroke of not less than 34

inches.

- 4.14.8 Lift capacity shall be not less than 13,000 pounds
- 4.14.9 Hopper dump mechanism shall utilize two hydraulic cylinders with a bore of not less than 3-1/2" inches and a stroke of not more than 16-7/8" inches.
- 4.14.10 Maximum time for full height lift and dump cycle shall not exceed 50 seconds.
- 4.14.11 Due to high winds conditions, long dump doors that restrict full dumping angle of 50 degrees into a receptacle at any height will not be allowed.
- 4.14.12 Hopper load shall be visible through a front facing hopper window with an upward facing skylight to provide light.
- 4.14.13 All scissor lift joints shall have grease fittings.
- 4.14.14 For safety, apparatus shall have an interlock to prevent dumping hopper without engaging the parking brake.
- 4.14.15 For safety, cab shall have an unlevel ground indicator.
- 4.14.16 Sweeper shall not require jack stands and or outriggers to stabilize chassis during dumping cycle.
- 4.14.17 Hopper shall have a LED work light.

4.15 SPRAY WATER SYSTEM

- 4.15.1 Total water tank capacity shall not be less than 340 U.S. gallons.
- 4.15.2 Tank shall be constructed of polyethylene.
- 4.15.3 Pump shall be bronze. Pump shall not contain ferrous parts in contact with water.
- 4.15.4 Pump shall be gear type. Pump shall be equipped with a shut-off system to prevent pump from running dry.
- 4.15.5 Water system shall be equipped with three (3) spray nozzles at each side broom and four (4) spray nozzles on rear spray bar and eight (8) spray nozzles on front bumper. Spray bars shall be constructed of non-ferrous components to prevent contamination.
- 4.15.6 Water to each spray broom area shall be controlled in the cab by electrical activation switches. Water control valves shall be non-ferrous heavy-duty agricultural type.
- 4.15.7 A low water light indicator shall be located in cab.
- 4.15.8 Sweeper shall be equipped with an automatic internal conveyer flush and wash down system. System shall include a manual bypass valve to divert hydrant water into system without necessitating filling of water tank. Bypass valve shall be located on the curb side of vehicle.
- 4.15.9 Water fill hose shall not be less than 25 feet in length, equipped with 2 1/2-inch NST hydrant coupler.
- 4.15.10 25 foot wash down shall be provided.
- 4.15.11 To prevent contamination of the water supply, tank shall be equipped with an anti-siphon device compliant to American National Standard Air gaps in plumbing systems ASME A112.12-1991.

4.16 HYDRAULIC SYSTEM

- 4.16.1 Reservoir capacity shall not less than 20 gallons with outside sight gauge.
- 4.16.2 Pump shall be direct drive piston pump with charge pump.
- 4.16.3 To prevent contamination the hydraulic reservoir shall be equipped with a filler breather filter. The hydraulic system shall have 10-micron full flow filter with by-pass.
- 4.16.4 For ease and accuracy of testing, all circuits shall have check points.
- 4.16.5 To minimize environmental damage caused by leaking fittings, all high pressure fittings shall be straight thread-O-ring boss and JIC 37 degree type.

4.17 PNEUMATIC SYSTEM

- 4.17.1 The pneumatic system shall have DOT fittings.
- 4.17.2 There shall be PR4 type pressure protector valve for the chassis auxiliary air reservoir to protect the chassis air system.
- 4.17.3 Conveyor tension pneumatic cylinders shall be interchangeable.

4.18 ELECTRICAL SYSTEM

- 4.18.1 Sweeper electrical system shall be independent from chassis electrical system.
- 4.18.2 Sweeper shall have electronic backup alarm for additional warning and safety when chassis is in reverse or hopper is raised.
- 4.18.3 All sweeper lighting shall be LED type with CAN bus diagnostic capability.
- 4.18.4 Sweeper wire harnesses shall be colored coded and hot stamped with wire function number designation labeled every 4 inches on each wire. Each wire is flagged on the end with the function name.
- 4.18.5 All electrical circuits must be protected by circuit breakers or fuses.
- 4.18.6 Sweeper engine shall have a 120 amp alternator
- 4.18.7 Sweeper engine battery requirements shall be integrated with chassis battery system.
- 4.18.8 For safety, and to avoid damage to the main broom, side broom and elevator, all sweeping components shall automatically raise when transmission is put into reverse.

4.19 CONTROLS

- 4.19.1 All sweeper controls shall be mounted on a central console located between the left and right operators position.
- 4.19.2 All switches to be tactile rocker type.
- 4.19.3 Control panel to be lit for night operation.
- 4.19.4 One-piece permanent control console overlay with clearly marked labeled switches and indicators.
- 4.19.5 Sweeping mode engaged by one sweep/transport/dump switch.
- 4.19.6 Individual switches for left and right broom tilt (In/Out), and individual switches

- for left and right broom (On/Off).
- 4.19.7 Individual switches for main broom and conveyer (forward/Reverse).
 - 4.19.8 Individual switches for water pump on/off, right side broom water on/off and left side broom water on/off.
 - 4.19.9 Dust control water flow to be independently and continuously variable from off to full on for each side broom and main broom.
 - 4.19.10 Hopper raise / lower and tile to controlled via joystick and configured per SAE standards for bucket loading equipment.
 - 4.19.11 Sweeper warning lights shall include low spray water and hopper raised.
 - 4.19.12 There will be four (4) LED strobe lights mounted on the rear of the sweeper protected by metal cages. An LED clear strobe amber color light shall be mounted on the top of cab, lights in the front and rear of truck shall have alternating wig wag flashers.
 - 4.19.13 Individual switch for auxiliary engine throttle (increase/decrease).
 - 4.19.14 **Optional:** LED Flashing Panel Double Arrow Light

4.20 PAINT

- 4.20.1 All visible exterior metallic surfaces shall be painted prior to assembly, Gray DuPont, lead free epoxy primer with rust inhibitors shall be applied.
- 4.20.2 Color shall be high gloss Winter White for cab, Omaha Orange sweeper bottom
- 4.20.3 Vehicle shall have an accent color of Omaha Orange on the lower portions of the unit.
- 4.20.4 The chassis running gear shall be painted black acrylic enamel.

4.21 WARRANTY

- 4.21.1 The unit shall have a (1) one year warranty on entire sweeper, including all parts and labor.
- 4.21.2 A copy of the factory standard warranty policy shall be included with the bid.
- 4.21.3 Manufacturer's warranty shall not be less than two (2) years on complete chassis including all parts and labor to include unlimited miles and hours.
- 4.21.4 Engine (diesel) coverage is 36 months.
- 4.21.5 Drive train coverage is 24 months/unlimited mileage and hours.
- 4.21.6 Frame coverage is 60 months unlimited mileage and hours.
- 4.21.7 Cab corrosion coverage is 60 months unlimited mileage and hours.

4.22 MANUALS

- 4.22.1 Two (2) copies of complete parts, shop repair, and operator's manuals or web access for a minimum of ten years at no charge to the County. The parts manuals must show all component parts including, but not limited to, component assemblies and their substitute components identified by manufacturer's part numbers. Any component or sub-assembly not manufactured by the O.E.M. must

be identified including the name of the manufacturer of said company and said manufacturer's part numbers and nomenclature. All part information must be specific to the unit delivered to the County.

- 4.22.2 All shop repair manuals will include, but not 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 guides.
- 4.22.3 The unit must be accompanied by a factory recommended preventive maintenance schedule including procedures, time hour's mileage intervals, replacement part numbers and fluid specifications.

4.23 TRAINING

- 4.23.1 Operator training is to be conducted by a factory representative, or a factory-trained representative, for a minimum of 1 day the timing of such will be determined at the direction of the County.

4.24 MAINTENANCE PROGRAM (OPTIONAL)

- 4.24.1 Vendor will provide an annual cost for routine repairs and maintenance of the unit, for a total of five (5) years from date of delivery.
- 4.24.2 Vendor will provide transportation of the unit to maintenance facility if necessary.
- 4.24.3 Maintenance and repair program will include "Bumper to Bumper" (including chassis), and all weekly, monthly, semi-annual and annual maintenance requirements.
- 4.24.4 Vendor will provide and deliver a substitute truck if the unit is inoperable for more than seventy two (72) hours or three (3) working days, at no cost to the County.
- 4.24.5 Vendor will be fully responsible for transporting to and from our facility, at no cost to the County for any repairs or maintenance required, if said repairs or maintenance cannot be completed at Chatham County's site.
- 4.24.6 **Optional:** Extended warranty for 60 month, 100,000 miles 100% bumper to bumper

4.25 SERVICE AND SUPPORT

- 4.25.1 To ensure that Chatham County is provided with efficient and economic maintenance and to reduce down time, the vendor will provide the sources (contacts with phone numbers) of parts and maintenance service within the Chatham County area for the proposed equipment.

4.26 DELIVERY:

- 4.26.1 Delivery cost to 65 Billy B. Hair Drive, Savannah, GA 31408 – At least

one (1) 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)

- 4.26.2 The dealer shall not attach any dealer identification, advertising or similar material to the vehicle(s). Prior to acceptance by the Chatham County, the dealer shall service and prepare vehicle(s) for operational use.
- 4.26.3 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
- 4.26.4 Upon delivery, vehicle will have dealer drive out tags.
- 4.26.5 Four (4) sets of keys will be provided.
- 4.26.6 Vehicles will be delivered with not less than a half a tank of fuel.
- 4.26.7 Each vehicle(s) shall be delivered with complete certification or origin, warranty, owner's manual and any other necessary credentials.
- 4.26.8 **DELIVERY DATE MUST BE STATED ON BID SHEET.
DELIVERY DATE MAY AFFECT AWARD OF BID.**

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 TWO (2) NEW 2014 STREET SWEEPERS (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 TWO (2) NEW 2014 STREET
SWEEPERS** 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.

C-1

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 voluntary 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. A **LIST OF SUBCONTRACTORS" SHEET** FILLED OUT WITH ALL SUBCONTRACTORS AND SUPPLIERS.
5. A **% 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. 165975

Invitation to Bid

Sealed Bids will be received until **2:00 P.M.** on **November 6, 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 : 14-0112-7-PURCHASE OF TWO (2) NEW 2014 STREET SWEEPERS.**

Pre-Bid Conference: 10:00 A.M., October 28, 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: **October 13, 2014**