

INVITATION TO BID

PROPOSAL

**BID NO. 15-0048-3**

**ANNUAL CONTRACT FOR ELEVATOR MAINTENANCE AND SERVICE FOR VARIOUS CHATHAM  
COUNTY FACILITIES**

**PRE-BID CONFERENCE: 10:00A.M., AUGUST 5, 2015**

**BID OPENING: 2:00 P.M., AUGUST 13, 2015**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

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.

X GENERAL INFORMATION AND INSTRUCTIONS TO BID

\_\_\_ SURETY REQUIREMENTS

X PROPOSAL

\_\_\_ BID SCHEDULE

\_\_\_ CONTRACT- (ON FILE AT THE CHATHAM COUNTY PURCHASING DEPARTMENT)

X LEGAL NOTICE

\_\_\_ AFFIDAVIT OF PAYMENT

X ATTACHMENTS: A: DRUG FREE WORKPLACE; B: NONDISCRIMINATION STATEMENT; C: DISCLOSURE OF RESPONSIBILITY; D: CONTRACTOR AFFIDAVIT/AGREEMENT; E: SAVE FORM; F: DEBARMENT FORM; G: M/WBE PARTICIPATION FORM; H: LOBBY AFFIDAVIT

**COUNTY TAX CERTIFICATE REQUIREMENT:** Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER  
CITY \_\_\_\_\_  
COUNTY \_\_\_\_\_  
OTHER \_\_\_\_\_

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS: \_\_\_\_\_

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: \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

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

Native American or Alaskan Indian \_\_\_\_\_ Woman \_\_\_\_\_

**In the award of "Competitive Sealed Bids", minority/woman owned participation may be one of several evaluation criteria used in the award process. For additional information concerning Chatham County's M/WBE Program, please call (912) 652-7828.**

CHATHAM COUNTY, GEORGIA  
OFFICE OF THE PURCHASING DIRECTOR  
1117 EISENHOWER DRIVE, SUITE C  
SAVANNAH, GEORGIA 31406  
(912) 790-1624

Date: July 20, 2015

BID NO. 15-0048-3

**GENERAL INFORMATION FOR INVITATION FOR BID/PROPOSAL**

This is an invitation to submit a bid or proposal to supply Chatham County with equipment, supplies and/or services as indicated herein. Sealed bids or proposals will be received at the **Office of the Purchasing Director, 1117 Eisenhower Drive Suite C, Savannah, Georgia, up to 2:00 P.M., AUGUST 13, 2015** at which time they will be opened and publicly read. The Purchasing Director reserves the right to reject any and all bids and to waive formalities.

Instructions for preparation and submission of a bid or proposal are contained in this Invitation for Bid/Proposal package. Please note that specific forms for submission of a bid/proposal are required. Bids must be typed or printed in ink. If you do not submit a bid/proposal, return the signed bid invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

A **Pre-Bid Conference** has been scheduled to be conducted in the located at the **Judicial Courthouse, 133 Montgomery Street, 5<sup>th</sup> Floor, Room 207, Savannah, Georgia, at 10:00A.M., AUGUST 5, 2015** to discuss the Specifications or Scope of Services and resolve any questions and/or misunderstanding that may arise. You are encourage to attend.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director 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.

## **INSTRUCTIONS TO BIDDERS/PROPOSERS**

**1.1** **PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a bid or proposal to supply Chatham County with equipment, supplies, and/or services as described herein. All bids/proposals 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 BID PROPOSALS:** All bid proposals shall be:

- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be completed and submitted or your proposal may be declared non-responsive and rejected.**
- 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 proposal. **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 BID PROPOSALS:** All bid proposals shall be:

- A. **Submit in a sealed opaque envelope, an original and one (1) copy, 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 Director on or before the time and date specified above.
  - A. **Purchasing and Contracting, Purchasing Director, 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 Director 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 the Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406 or can be reviewed on the Purchasing web site 24/48 hours after the 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** **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.
- 1.11** **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. Any subcontracting must be specified in the bid/proposal. All Subcontractors must be approved by Chatham County.
- 1.12** **LOCAL PREFERENCE:** On 27 March, 1998, the Chatham County Board of Commissioners adopted a ***“Local Vendor” Preference Ordinance*** that gives the lowest Chatham County vendor submitting a responsible bid/quote the opportunity to match the lowest price offered by an out-of-County vendor. If the County vendor confirms in writing to match within 24 hours, the award will be made to the Chatham County vendor. The lowest Chatham County responsive bidder will be afforded the “right to first refusal”. “Local Vendor” is defined as a business or supplier which operates and maintains a regular place of business within the geographical boundaries of Chatham County or one of the local Municipalities of the County *AND* all real and personal property taxes are paid prior to award of a contract or purchase. **“NOT APPLICABLE TO PUBLIC WORKS CONSTRUCTION PROJECTS AND REVENUE PRODUCING BIDS.”**
- 1.13** **MINORITY/WOMAN BUSINESS DEVELOPMENT PROGRAM:** Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and woman owned businesses, through

MBE/WBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A minority or women business is defined as a business that is at least 51% owned and managed by minority or women.

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 sub-consultants must submit to the County Contract Administrator, a report of Minority/Women Business Enterprise participation. If available and utilized the goals for this contract 12% Minority or 7% Woman participation. The required information and format can be obtained by person, mail or fax from the Purchasing Office, by contacting Chatham County M/WBE Coordinator, (Minority and Women Business Enterprise) Mr. Connell Heyward, 124 Bull Street, Suite 110, Savannah, GA 31401, Phone (912) 658-7828, email: [cheyward@chathamcounty.org](mailto:cheyward@chathamcounty.org).

## **GENERAL TERMS, CONDITIONS, AND EXCEPTIONS**

- 2.1 CONTRACT COMMITMENT:** This Bid/RFP does not commit Chatham County to award a contract, to issue a purchase order, or to pay any costs incurred in the preparation of a bid proposal in response to this request.
- 2.2 GEORGIA OPEN RECORDS ACT:** Bid 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 the type, shall belong exclusively to Chatham County and will be considered a record prepared, maintained, or received in the course of operations of a public office or public agency and is subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-070, et. Sec., unless otherwise provided by law.
- Responses to RFPs 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 Bids will be read aloud at public bid openings. After Board approval, all solicitation 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.
- 2.3 GEORGIA TRADE SECRET ACT OF 1990:** In the event that a Bidder 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.
- 2.4 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 contracts currently in effect and those which have been completed or closed for up to a period of three (3) years following completion
- 2.5 INTERPRETING SPECIFICATIONS:** The specifications or scope of services contained herein are intended to be descriptive rather than restrictive. The County is soliciting a bid proposal to provide a complete product or service package which meets overall requirements. Specific equipment and system references may be included in the IFB for guidance, but

they are not intended to preclude bidders from recommending alternative solutions for offering comparable or better performance or value to the County. Unless specifically stated otherwise with regard to a specific item of equipment, it should be assumed for this product to be supported by a manufacturer's warranty which is equal or better than the prevailing standard in the industry.

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 or identify the same from the County. Whenever herein mention is made of any article, material or workmanship to 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.

Changes in the scope of services, specifications, or terms and conditions of the IFB will be made in writing by the County prior to the bid opening or due date. Results of informal meetings or discussions between a potential bidder and a County official or employee may not be used as a basis for deviations from the requirements contained in this solicitation.

**2.6** **MULTIPLE BIDS:** No vendor will be allowed to submit more than one bid. Any alternative proposals must be brought to the Purchasing Director's attention during the pre-bid conference or submitted to in writing at least five (5) days preceding the bid opening date.

**2.7** **BID FOR ALL OR PART:** Unless otherwise specified by Chatham County or the bidder, CHATHAM COUNTY RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF CHATHAM COUNTY. Bidder may restrict his bid to consideration in the aggregate by so stating, but must name a unit price on each item bid upon.

**2.8** **BID ACCEPTANCE PERIOD:** 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.

**2.9** **COMPLETENESS:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.

**2.10** **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.

**2.11** **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, replacement or adjustments shall be made only at such time as will be designed by the County as being least detrimental to the operation of County business.

**2.12** **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.

- 2.13 DEBARRED FIRMS, INDICTMENTS AND PENDING LITIGATIONS:** Any potential proposer/firm listed on the Federal, State of Georgia or any government entity, Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending lawsuits, criminal violations and/or convictions, etc. And shall not have conflicts of interest. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered. A State of Disclosure **must** be provided with response.
- 2.14 DEBARRED OR SUSPENDED SUBCONTRACTORS:** CONTRACTOR shall not subcontract, and shall ensure that no subcontractors are awarded at any tier, to any individual, firm, partnership, joint venture, or any other entity regardless of the form of business organization, that is on the Federal Excluded Parties List System, (EPLS) at <https://www.eps.gov> of the State of Georgia, DOAS, State Purchasing Exclusion listing, or other local government entity. This includes pending litigation or claims with the County or other government entities. Contractor shall immediately notify the County in the event any subcontractor is added to a Federal, State or other Government Entity listing after award of the subcontract. (See Bidder's Certification Form included in this package).
- 2.15 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.
- 2.16 OWNER'S RIGHT TO NEGOTIATE WITH THE LOWEST BIDDER:** In the event *all* responsive and responsible bids are in excess of the budget, the Owner, in its sole and absolute discretions and in addition to the rights set forth above, reserves the right either to (i) supplement the budget with additional funds to permit award to the lowest responsive and responsible bid, or (ii) to negotiate with the lowest responsive and responsible bidder (after taking all deductive alternates) only for the purpose of making changes to the Project that will result in a cost to the Owner that is within the budget, as it may be amended.
- 2.17 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.
- 2.18 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 be submit a bid for the purpose of restricting competition.

**2.19 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 best serves the interest of Chatham County.

**2.20 PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.

**2.21 QUALIFICATION OF BUSINESS (RESPONSIBLE BIDDER OR PROPOSER):** Defined as a person or firm who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faithful performance. **(Responsive Bidder or Proposer):** Defined as a person or firm who has submitted a bid or proposal which conforms in all material respects to the requirements set forth in the invitation for bids or request for proposal, such as submission by the date of the bid acceptance is stated and can meet all requirements for licensing, insurance, and service contained with this Invitation for Bid or Proposal.

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 non-responsive or non-responsible whenever such bidder/proposer cannot document the ability to deliver the requested product.

**2.22 COUNTY TAX CERTIFICATE REQUIREMENT:** Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the Chatham County Department of Building and Regulatory Services at (912) 201-4300 for additional information.

**2.23 DELINQUENT REAL AND PERSONAL PROPERTY TAXES:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

**2.24 INSURANCE PROVISIONS:** 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. **Contract work will not proceed unless Chatham County has in their possession, a current Certificate of Insurance.**

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

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

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

2.24.2 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.

2.24.3 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 with the County.

- 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.

**2.25 COMPLIANCE WITH SPECIFICATION - TERMS, CONDITIONS, AND EXCEPTIONS:** The Invitation to Bid, and related responses of the selected Bidder/Proposer will by reference (within either a Contract or Purchase Order) become part of any formal agreement between the selected Bidder/Proposer and the County. The County and the selected Bidder/Proposer may negotiated a contract or contracts for submission to the Board of Commissioners for consideration and approval. In the event an agreement cannot be reached with the selected bidder. The County reserves the right to negotiated with the Contractor the exact terms and conditions of the contract.

**2.26 CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, County government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member or a proposer's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited.

**2.27 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 Director or her 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.

**2.28 OWNER'S RIGHTS CONCERNING AWARD:** The Owner reserves the right, and sole and complete discretion to waive technicalities and informalities. The Owner further reserves the right, and sole and complete discretion to reject all bids and any bid that is not responsive or that is over the budget, as amended. In judging whether the bidder is responsible, the Owner will consider, but is not limited to consideration, of the following:

- (a) Whether the bidder or principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority;
- (b) Whether the bidder or principals have been terminated for cause or are currently in default on a public works contract;
- (c) Whether the bidder can demonstrate sufficient cash flow to undertake the project as evidenced by a Current ratio

of 1.0 or higher;

(d) Whether the bidder can demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years not having exceeded an average of 1.2; and

(e) Whether the bidder's past work provided evidence of an ability to successfully complete public works projects with the established time, quality, or cost, or to comply with the bidder's contract obligations; and

(f) Whether the bidders has made a Good Faith Effort to meet local participation goals for local economic impact for Disadvantage Business Enterprises and Small Business Enterprises.

**2.29 SECURITY AND IMMIGRATION COMPLIANCE ACT:** On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB529, Section 2) became effective. All contractors and subcontractors employees entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>. To find the E-Verify information.

Protection of resident Workers. Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verifications, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United State (i.e., citizens and national 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 Verifications Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be preformed or manufactured by any worker who is not legally eligible to perform such services or employment.

**2.30 VENDOR PERFORMANCE EVALUATION:** On April 11, 2008, The Board of County Commissioners approved a change to the County Purchasing Ordinance requiring Vendor Performance Evaluation, at a minimum, annually, prior to the contract anniversary date.

**2.31 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 Director or her designee. If the successful bidder does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

## **SPECIAL TERMS, CONDITIONS AND EXCEPTIONS**

- 3.1 CONTRACT PERIOD:** The contract period will be for a period of one (1) year annual with option to renew for four (4) additional one (1) year terms, with all terms and conditions remaining the same.
- 3.2 INDEPENDENT CONTRACTOR:** The successful contractor will provide services under this contract as an independent contractor and not as an agent of Chatham County. Joint ventures and sub-consultant or sub-contractor arrangements are not prohibited; however, the successful contractor shall secure written permission from the County before subcontracting any part of this contract.
- 3.3 CONTRACTS COST ADJUSTMENTS:** Prices quoted shall be firm for the initial contract term. Thereafter, any extensions which may be approved by the County shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry.

Any requested adjustment shall be fully documented and submitted to the County at least sixty (60) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The County may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the county does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the County, the Contract will be considered canceled on the scheduled expiration date.

- 3.4 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) 652-7905 or the County's Project Manager as specified in the contract documents.
  - B. Contractors will be paid the agreed upon compensation upon satisfactory 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. Affidavit will accompany each monthly invoice(s) submitted to the County for payment.
  - 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.
- 3.5 BONDS:** (Check where applicable) **\*\*\*N/A\*\*\*** ***CHATHAM COUNTY RESERVES THE RIGHT TO REQUEST A PAYMENT AND PERFORMANCE BOND***

- A. Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.
- B. Contractor(s) shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.

**3.6 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.

**3.7 Warranty Requirements: (Check where applicable):**

- A. Provisions of item 2.13 apply.
- B. Warranty required.
- X 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.

**3.10 Terms of Contract:**

- X A. **Annual Contract (With renewal options for four (4) additional one (1) year terms if all parties agree)**
- B. One-time Purchase
- C. Other **ONE TIME CONTRACT**

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

The undersigned bidder or proposer certifies that he/she has carefully read the preceding list of instructions to bidders and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Invitation for Bids/ Proposals package, and that any exception taken thereto may disqualify his/her bid/proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

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

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

**CHATHAM COUNTY, GEORGIA**

**PROPOSAL**

**SPECIFICATIONS FOR:**

**BID NO. 15-0048-3**

**ANNUAL CONTRACT FOR ELEVATOR MAINTENANCE AND SERVICE FOR VARIOUS CHATHAM COUNTY FACILITIES**

**4.0 GENERAL INFORMATION:**

The purpose of this proposal is to establish specifications and solicit bids for Annual Contract for Elevator maintenance and service for various Chatham County facilities as listed herein. For additional information concerning the specifications, please contact Victoria D. Godlock, CPPB, MPA, Procurement Specialist, at (912) 790-1624.

**4.1 CONTRACT SPECIFICATIONS:**

4.1.1 Contractor will be required to perform full load drop tests on an annual basis. Drop tests shall be conducted during the fourth quarter of each year. Contractor shall notify Mr. Jerrell McRell, Superintendent, Facilities Maintenance and Operations, to make test arrangements. Chatham County is not responsible for any damage which may result from “Drop Tests”. The Contractor will be required to accomplish repairs resulting from “Drop Tests” as normal repairs, not as “out of scope” repairs and at no additional cost to Chatham County. Contractor shall perform a “Drop Test” upon commencement of the contract and every fourth quarter thereafter. Contractor will maintain a maintenance lot noting service as required herein and all emergency repairs. Logs will be placed in the equipment room at work site.

**4.2 ELEVATOR TYPE/LOCATION:**

*Due to the age of several elevators, all of the “as built” blue prints are not available. Blueprints which are available will be provided to the Contractor upon award of contract.*

<i>Qty</i>	<i>Type/Model #</i>	<i>Location</i>
4	21 AUV Geared UMV Passenger	Judicial Courthouse 133 Montgomery Street
2	10 NICLS Simplex AC Geared Passenger	Judicial Courthouse 133 Montgomery Street
1	21 ULS Geared Passenger	Parking Garage 415 W. Broughton Street



<i>Qty</i>	<i>Type/Model #</i>	<i>Location</i>
2	NICLS Simplex AC Geared Passenger	“Old” Chatham County Jail 145 Montgomery Street
2	Atlantic Coast Hydraulic Duplex Passenger	Administrative/Legislative Courthouse 124 Bull Street
1	Dover Hydraulic Passenger	CNT Facilities 71 Ross Road
2	Otis Hydraulic Passenger	Tunnels between parking garage and Judicial Courthouse 133 Montgomery Street
3	(1) Thyssen Hydraulic Passenger, Motion control Eng. (MCE) (1) Passenger (1) Wheelchair	Ralph Mark Civil Rights Museum 460 Martin Luther King Blvd
2	Thyssen Hydraulic Passenger	Pete Liakakis Building 2222 West Oglethorpe Ave
1	Thyssen Hydraulic Passenger	Public Works Facilities 7226 Varnedo Drive
		Previous Annual Cost

**4.3 SERVICE SPECIFICATIONS:**

- 4.3.1 Contractor will maintain and service the elevator equipment listed above in section 4.2, and all associated and related equipment in the manner and frequency as generally indicated in the specifications stated herein.
- 4.3.2 Contractor shall use only trained personnel directly employed and supervised by the Contractor. Contractor shall ensure that all personnel employed by Contractor are qualified to properly service and maintain the County’s elevator equipment.
- 4.3.3 Contractor shall use the following standards as guidelines for all elevator maintenance and service:
- Manufacturers recommended service intervals
  - Part “X” of the American Standard Safety Code for elevators, escalators, and moving walks.
  - The American National Standard Practice for the inspection for elevators, escalators, and moving walks known as the Inspection Manual.
- 4.3.4 The following guidelines are to be properly executed by the Contractor on each service visit

indicated:

- County representative for each facility shall be immediately notified.
- Contractor shall ride car, observe starting and stopping, operation of doors and reversal devices. Contractor shall check for unusual noises and general appearance of the car operating fixtures.
- Contractor shall check contracts, connectors, reverse phase relay, excessive heating and any unusual noises.
- Contractor shall make corrections as indicated by these inspections or from complaints received from County representative(s).
- Contractor shall clean machine room and floor when necessary.
- Contractor shall check the condition of the pit and clean floor and bottom of car if necessary.
- Contractor shall keep car clean and/or clean when necessary.
- Contractor shall use personal and public equipment as required.
- Contractor shall provide the County with a copy of the service ticket on the work executed on each service visit.
- Contractor shall provide the County with a customer written copy of services rendered according to the preventive maintenance as outline in the contract.

4.3.5 Traction and Geared Elevators, Hydraulics where applicable: It is essential that on every service visit that the following items receive systematic attention.

- *Machines, Selectors, MG Sets, controllers and Governors:*
  - A. General Inspection of machines, sheaves, worm and gear, motor, brake, selectors, when used and lubricate as required.
  - B. Empty drip pan; clean worm shaft
  - C. Observe brake operation and check brake linings; adjust brake when necessary.
  - D. Clean brush rigging, connectors check brush tension and check for unusual arching
  - E. Clean controller contracts, connectors and holders as required.
  - F. Inspect governor working parts and lubricate; check governor switch operation.
- *Overhead Equipment:*
  - A. Lubricate bearing, remove grease from around sheaves.
- *Car:*
  - A. Check car floor for wear that would create a “tripping” hazard.
  - B. Check door operation and the operation of the reversal devices.
  - C. Check all car door contracts for proper operation and settings.
  - D. Check all car operating devices, signals, alarm, emergency car, lighting, fan and/or blower.

- *Hoist way:*
  - A. If rails are lubricated, check conditions and lubrication.
  - B. Check governor tension and tape idler sheaves.
- *Hoist way entrances:*
  - A. Observe operation of door locks, contacts, gibs, closure and clean hoist way side of sills.

4.3.6 Hydraulic elevators only:

*Pumping units, controllers, Exposed piping:*

- A. General inspections of pumping unit, valves, motors and hoses
- B. Empty drip pans.
- C. Observe valve operation; adjust when necessary.
- D. Check oil level in tank; refill as necessary.
- E. Clean controller contracts, connectors and holders and renew as required.

*Pit*

- A. Check condition of plunger and packing.

**4.4 PREVENTIVE MAINTENANCE SCHEDULE:**

4.4.1 Monthly Preventive Maintenance Services on Geared. AC, UMV, and Hydraulic Passenger elevators;

- *Door Operators:*
  - A. Clean, lubricate, check linkage, air cords and belts.
  - B. Seal all leaks.
  - C. Check all fastenings, keys, set screws and contacts.
  - D. Check oil in check assemblies.
  - E. Check and adjust electrical and mechanical operation as needed.
  - F. Check motor brushes where applicable.
  - G. Check normal speed, nudging speed and torque in the closed direction for code compliance on type "0", 7660 and Dover.
- *Selectors:*
  - A. Check brushes, contract, switched, cams, traveling cables, drive chains, gears and LV Magnet; Lubricate as required.
- *Collective and Supervisory Systems:*

A. Check for proper operation.

#### 4.4.2 Quarterly Preventative Maintenance Services:

- Check main line switch fuses and/or breaker for heating.
- Check compensating chain hitches when used.
- Check leveling switches, and/or inductors and leveling operation.
- Observe machine gear backlash, thrust and play and bearing wear.
- Check all rope fastenings; inspect all ropes for wear and proper lubrication.
- Check and lubricate selector tape and/or wire drive; clean as necessary.
- Clean all commutators; renew and reseal all brushes if necessary.
- Clean and check operation of all hoist way door closures for proper operation; adjust if necessary.
- Check alarm bell and communication system when used.
- Clean light fixture glove, car fan and blower and the operation of the emergency stop switch.
- Check safety parts, pivots, set screws, linkage and switch operations.
- Check adjustment of car guide shoes.
- check operation of special emergency services, phases 1 and 2, where applicable.  
**This test must be made after normal working hours to as not to alarm passengers on elevators.**

#### 4.4.3 Semi-Annual Preventive Maintenance Services:

- Check hitches and switches of selector tape and/or wire drives.
- Open all car operating panels; clean; check contract and switches; lubricate as required.
- Seal all machine leaks.
- Check all controllers with blower; check switch alignment (by hand) and adjust contracts for proper wipe.
- Check all condensers, rectifiers, resistance tubes and grids; check all switch timing and all electronic devices for proper operation.
- Check oil and all dash pot type overload relays; check all dash pot and thermal overloads to make sure they operate within the correct time and under the correct conditions.
- Electrically check all door contacts.
- Check oil level in oil buffers.
- Check governor tension and tape idler sheave fastenings.
- Check all rope hitches, shackles, and equalize rope tension.
- Check style channels for bends or cracks; check car frame cams and supports
- Lubricate car and counterweight roller guide pivots.

#### 4.4.4 Annual Preventive Maintenance Services:

- Remove, Clean and lubricate brake cores, pins and linkage; Check and clean

- linings.
- Clean all motors and MG sets with blower or vacuum; check armatures and rotor clearances; check all motor and MG set connections; change oil in bearing where applicable.
  - Lubricate guide shoe stems and adjust if necessary; check gib wear.
  - Clean overhead deflector sheaves and assure that sheaves are tight on shafts, sound spokes, and rim with hammer for cracks; check fastenings for tightness.
  - Check all hall button contacts, springs and wiring; clean and lubricate as required.
  - Check are enclosure steadying plates; check car platform sound isolation pads.
  - Check safety clearance to guide rails and guide shoe gibs for wear.
  - Clean and check guide rails, cams, fastenings and counterweight assembly.
  - Inspect limit and terminal stop switched; lubricate pins and rollers.
  - Check wear, insulation, hanging of traveling cables and junction box connections.
  - Clean and lubricate hoist way door tracks and hangers; check upthrust and adjust if necessary. **Note: Lubrication required only with metal hanger roller.** Check bottom door gibs, struts, sills, headers and all fastenings. Check and adjust all hoist way door interlocks and contracts as needed.
  - Lubricate all car fan motors and/or blower bearings.
  - Perform actual test of car safety at the slowest operating speed, with no load, per code section 1001.
  - Perform buffer test of plunger return, per code section 1001.
  - Examine hoist and governor ropes per Inspector’s Manual, Item 1-3.4, renew ropes if same does not comply with specifications as outlined in the manual.
  - All tests performed on the hydraulic elevators shall conform to Code, Rule 1001.6.

**4.5 INSPECTION SCHEDULE:**

<i>Qty:</i>	<i>Type/Model#:</i>	<i>Locations:</i>	<i>Frequency:</i>
4	21 AUV Geared UMV Passenger	Judicial Courthouse 133 Montgomery Street	Weekly
2	10 NICLS Simplex AC Geared Passenger	Judicial Courthouse 133 Montgomery Street	Semi-Monthly
1	21 ULS Geared Passenger	Parking Garage 415 W. Broughton Street	Semi-Monthly
2	NICLS Simplex AC Geared Passenger	“Old” Chatham County Jail 145 Montgomery Street	Weekly
2	Atlantic Coast Hydraulic Duplex Passenger	Administrative/legislative Courthouse 124 Bull Street	Weekly

1	Dover Hydraulic Passenger	CNT Facility 71 Ross Road	Monthly
2	Otis Hydraulic Passenger	Tunnels between parking Garage and Judicial Courthouse Montgomery Street	Monthly
1	Thyssen Hydraulic Passenger	Public Works Facility 7226 Varnedo Drive	Monthly
2	Thyssen Hydraulic Passenger	Pete Liakakis Building 2222 West Oglethorpe Ave	Monthly
3	(1) Thyssen Hydraulic Passenger, Motion control Eng. (MCE) (1) Passenger (1) Wheelchair Hydraulic Passenger, Motion control Eng. (MCE)	Ralph Mark Gilbert Civil Rights Museum 460 Martin Luther King Blvd	Monthly

#### 4.6 LUBRICATION SCHEDULE:

<i>Equipment Part:</i>	<i>Check:</i>	<i>Lube:</i>	<i>Clean:</i>	<i>Refill:</i>
Machines-Gear sheave, shaft bearing	Monthly	N/A	3-years	3-years
Ball and Roller motors with sleeve bearings	Bi-Annually	Yearly	2 years	2 years
Deflector sheaves, ball and roller bearings	6 weeks	As required	2 years	2 years
Governor rope, tension sleeve	N/A	Monthly	N/A	N/A
Hoist ropes	Bi-Monthly	As required	As required	As required
Safeties, Car	Monthly	Yearly	Yearly	N/A
Governor	N/A	2-weeks	N/A	N/A
Tapes	N/A	3 Months	N/A	N/A
Tape idler sheaves	2 weeks	As required	N/A	N/A
Roller guide pivots	N/A	2 Months	N/A	N/A
TM Switches	3 Months	As required	N/A	N/A

All H/W type 6098 switches	3 Months	3 Months	As required	N/A
Car and H/W door hangers-Type “B”	N/A	3 months	N/A	N/A
Bearings for Types “B” and “AU”	N/A	Yearly	As required	N/A
Locks, guides and pivot points	N/A	6 Months	As required	N/A
Door Operators – Type “O”	Monthly	As required	3 years	3 years
Hydraulic elevator tank	Monthly	As required	As required	As required
Pump driving motor (unless sealed bearings)	Monthly	Yearly	3 years	3 years

**4.7 SERVICE HOURS:**

- 4.7.1 All work shall be performed during the regular working days of the elevator trade unless otherwise specified.
- 4.7.2 This contractor shall include emergency and call back service twenty-four hours per day, seven days per week. It shall also include checking the operations of special delivery service functions after normal working hours, once each quarter. The contract shall also include contractor checking zoning, dispatching, and supervisory system of the four car group located at the Judicial Courthouse and the Administrative/Legislative Courthouse, after normal working hours, when the building is vacant to insure proper operation of the same, each month on a regular basis.
- 4.7.3 Contractor is required to respond to on site within one (1) hour of the call, normal or “emergency” service calls.
- 4.7.4 Chatham County parking garage operating hours include Friday and Saturday nights and 7 am until 12 noon on Sunday. Contractor shall add the operating hours as part of the contract.
- 4.7.5 Contractor shall provide means of communication to assist the customer and notifying them of the arrival time on site.

**4.8 CODE SAFETY PROCEDURE:**

- 4.8.1 The Contractor will, with thirty (30) days after the award of the Contract, perform full load safety tests on all geared and hydraulic elevator equipment as outlined in the American National Standard Safety Code for elevators, escalators and moving walks. The tests shall include safeties, governors, buffers, hydraulic system, relief valve, and related equipment. Reports showing the test results shall be submitted to the Superintendent, Facilities Maintenance and Operations.

4.9 **BID PRICES:**

4.9.1 The CONTRACTOR will be required to provide all labor, parts and equipment to perform repairs NOT COVERED UNDER THE SERVICE AND MAINTENANCE CONTRACT. Pricing for these repairs will be based on labor rates and material costs. For labor rates, an hourly rate will be indicated for a two person crew and shall include all miscellaneous tools and /or other equipment required. The labor rates will be quoted by a regular working hourly rate, after working regular hourly rate and weekend/holiday hourly rate. For material costs, a percent mark-up from the Contractor's procurement cost shall be indicated. Labor quoted shall include all labor cost, insurance, profit, travel time and mileage. Copies of invoices or other appropriate documentation will be supplied with each repair job to support these costs. CHATHAM COUNTY RESERVES THE RIGHT TO BID SEPERATELY ANY ESTIMATED REPAIR JOB.

4.9.2 Bidder shall state monthly cost for a service and maintenance contract for all elevators listed in section 4.2.

4.10 **BILLING/INVOICES:**

4.10.1 All invoices shall include the type service, elevator type and location, address of elevator, and monthly rate. Invoices are to be mailed to:

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

4.12 **REFERENCE REQUIREMENT:**

4.12.1 Three (3) references are required of work completed within the last 24 months, and is to be included with the solicitation.

4.12.2 References shall be stated on the forms provided and will consist of Company Name, Address, Phone Number, Contact Person, and Date work was completed.

4.13 **SUBMITTAL REQUIREMENTS:**

4.13.1 In addition to the required attachments, all bidders shall furnish the information listed below with bid submission. Failure to do so may result in disqualification of bid.

A. Replacement Elevator Parts: Bidder shall submit the percentage of parts in the County's elevator system(s) for which replacements can be furnished from the Bidder's existing inventory, and the location of each inventory. Bidder shall state percentage mark-up for replacement parts on the bid sheet.



- B. List of Maintenance Personnel: Bidder shall submit a list of qualified elevator maintenance personnel and the individual work experience each employee has in elevator maintenance.
- C. Emergency Response Procedure: Bidder shall submit the details of their method of receiving, responding to, recording corrective action taken, and response time for emergency calls.
- D. Submission of Invoices: Bidder shall submit an example of invoices that will be used, including the cost of the parts, labor rates and the percentage mark-up.

**CHATHAM COUNTY, GEORGIA  
 BID NO. 15-0048-3**

**ANNUAL CONTRACT FOR ELEVATOR MAINTENANCE AND SERVICE FOR VARIOUS CHATHAM  
 COUNTY FACILITIES**

I have read and understand the requirements of this bid/proposal, No. 15-0048-3 and agree to provide the required services in accordance with this bid/proposal and all attachments, exhibits, etc. I agree to furnish the equipment/service at the following prices:

**A. SERVICE AND MAINTENANCE CONTRACT:**

<i>Qty:</i>	<i>Type/Model#:</i>	<i>Locations:</i>	<i>Monthly:</i>	<i>Yearly:</i>
4	21 AUV Geared UMV Passenger	Judicial Courthouse 133 Montgomery Street		
2	10 NICLS Simplex AC Geared Passenger	Judicial Courthouse 133 Montgomery Street		
1	21 ULS Geared Passenger	Parking Garage 415 W. Broughton Street		
2	NICLS Simplex AC Geared Passenger	“Old” Chatham County Jail 145 Montgomery Street		
2	Atlantic Coast Hydraulic Duplex Passenger	Administrative/Legislative Courthouse 124 Bull Street		
1	Dover Hydraulic Passenger	CNT Facility 71 Ross Road		
2	Otis Hydraulic Passenger	Tunnels between parking Garage and Judicial Courthouse Montgomery Street		
1	Thyssen Hydraulic Passenger	Public Works Facility 7226 Varnedo Drive		
2	Thyssen Hydraulic Passenger	Pete Liakakis Building 2222 West Oglethorpe Ave		
3	(1) Thyssen Hydraulic Passenger, Motion control Eng. (MCE) (1) Passenger (1) Wheelchair Hydraulic Passenger	Ralph Mark Gilbert Civil Rights Museum 460 Martin Luther King Blvd		
	Percentage mark-up for replacement parts			% _____
		Total Bid		

**B. EMERGENCY REPAIR SERVICES:**

Technician with Helper \$ \_\_\_\_\_/Per Hour  
(Regular Working Hours)  
Monday-Friday-7:00a.m.-5:00p.m.

Technician with Helper \$ \_\_\_\_\_/Per Hour  
(After Regular working Hours)  
Monday-Friday-5:00p.m.-7:00a.m.

Technician with Helper \$ \_\_\_\_\_/Per Hour  
(Holiday/Weekends)

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

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

\_\_\_\_\_  
MAILING ADDRESS

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

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

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

\_\_\_\_\_  
EMAIL ADDRESS

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: \_\_\_\_\_

CITY/COUNTY/STATE: \_\_\_\_\_

RECEIPT OF ADDENDUM NOS. \_\_\_\_\_ HEREBY ACKNOWLEDGED.

BY: \_\_\_\_\_  
VENDOR SIGNATURE

MINORITY VENDOR/CONTRACTOR? \_\_\_\_\_/YES \_\_\_\_\_/NO

MINORITY CLASSIFICATION: \_\_\_\_\_

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

Native American or Alaskan Indian \_\_\_\_\_ Woman \_\_\_\_\_

## **EXCEPTION SHEET**

**If the commodity (ies) and/or service proposed in your Bid is in ANYWAY different from that contained in this proposal, the Bidder is responsible to clearly identify all such differences in the space below. Otherwise, it will be assumed the Bidders' offer is in the total compliance with all aspects of the proposal.**

**Below are the only differences between my offer and the proposal.**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**COMPANY**

\_\_\_\_\_  
**TITLE**

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

**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 full.

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

\_\_\_\_\_ (Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as

**ANNUAL CONTRACT FOR ELEVATOR MAINTENANCE AND SERVICE FOR VARIOUS CHATHAM COUNTY FACILITIES**

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, dispensation, 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 Presents, that I (We), \_\_\_\_\_  
Name Title Name of Bidder

(herein after company"), in consideration of the privilege to bid/or propose on the following Chatham

County project procurement (**ANNUAL CONTRACT FOR ELEVATOR MAINTENANCE AND SERVICE FOR VARIOUS CHATHAM COUNTY FACILITIES**), 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 contractor 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:

**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 (name of public employer) 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 \_\_\_\_\_, \_\_\_\_, 20\_\_ 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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
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 (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

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

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

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

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

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

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

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ 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 \_\_\_\_\_, 20\_\_.

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

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

**ATTACHMENT E**  
**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: \_\_\_\_\_

\* \_\_\_\_\_

Alien Registration number for non-citizens.

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

Notary Public  
My Commission Expires:

**ATTACHMENT F**

**CHATHAM COUNTY, GEORGIA**

**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

**ATTACHMENT G**

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

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

Name of Project: \_\_\_\_\_ Bid No.: \_\_\_\_\_

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

MBE Total \_\_\_\_\_%      WBE Total \_\_\_\_\_%      M/WBE Combined \_\_\_\_\_%

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

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

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

\_\_\_\_\_

**ATTACHMENT H**

**AFFIDAVIT REGARDING LOBBYING**

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

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

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

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

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

My Commission expires:  
\_\_\_\_\_

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

## LEGAL NOTICE

CC NO. 166126

Sealed bids will be received until 2:00 P.M., on AUGUST 13, 2015 and publicly opened in Chatham County Purchasing Department, 1117 EISENHOWER DRIVE, SUITE C, Savannah, GA., for: Bid No: 15-0048-3, ANNUAL CONTRACT FOR ELEVATOR MAINTENANCE AND SERVICE FOR VARIOUS CHATHAM COUNTY FACILITIES

PRE-BID CONFERENCE: 10:00A.M., AUGUST 5, 2015, JUDICIAL COURTHOUSE, 133 MONTGOMERY STREET, 5<sup>TH</sup> FLOOR, ROOM 207, SAVANNAH, GEORGIA.

Specifications can be downloaded from the County's website at <http://purchasing.chathamcounty.org>, and are also available in the office of the Chatham County Purchasing Office, at the address listed above. For additional information concerning specifications, please contact Ms. Victoria D. Godlock, CPPB, MPA Procurement Specialist, at (912) 790-1624, [vgodlock@chathamcounty.org](mailto:vgodlock@chathamcounty.org). Bidders are not to contact a department directly. All firms requesting to do business with Chatham County must also register on line at <http://purchasing.chathamcounty.org>.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL BIDS AND TO WAIVE ALL FORMALITIES.

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

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MARGARET H. JOYNER, PURCHASING  
DIRECTOR

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Savannah News –INSERT July 21, 2015