



REQUEST FOR QUOTATION
“ARCHITECT/ENGINEER SERVICES FOR ELEVATOR SYSTEM UPGRADE AT
THE J. TOM COLEMAN JUDICIAL COURTHOUSE”
QUOTE NUMBER: 16-0019-7

The Number Must Appear On All Quotations and Related Correspondence.

A **PRE-QUOTE CONFERENCE AND SITE VISIT** has been scheduled to be conducted at the **J. Tom Coleman Judicial Courthouse, 133 Montgomery Street, 5th Floor – Room 507, Savannah, Georgia at 10:00AM, February 29, 2016**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. **Attendance is encouraged.**

Quotation must be received NOT LATER THAN 2:00 PM, on March 8, 2016 at the office of the Purchasing Director. Quote may be faxed, emailed, mailed or hand delivered.

Address Reply To: Robin Maurer , Asst. Purchasing Director
Mail to: 1117 Eisenhower Drive Suite C Savannah Georgia 31406
Phone: 912-790-1623
Fax to: 912 -790-1627
Email to: rlmaurer@chathamcounty.org

NAME OF BIDDER: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: _____ **FAX:** _____

EMAIL: _____ **FED TAX ID #:** _____

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):
CHECK ONE:
 NON-MINORITY OWNED ASIAN AMERICAN
 AFRICAN AMERICAN AMERICAN INDIAN
 HISPANIC WOMAN

The undersigned proposes to furnish the following items in strict conformance to the specifications and Request for Quote issued by Chatham County for this quote.

GENERAL INFORMATION:

Chatham County is planning an elevator renovation / code compliance upgrade project of the five (5) existing geared machines, four (4) located in the J. Tom Coleman Courthouse, 133 Montgomery Street and one (1) located in the adjacent parking garage. The four (4) elevators at the courthouse are 21 AUV Geared UMV Passenger elevators and the one (1) elevator at the

parking garage is a 21 ULS Geared Passenger elevator. The current elevators are forty years old and original to the building. The courthouse elevators travel from the basement to the 6th floor and has seven (7) front stops. The County has an annual contract with Otis Elevator for routine inspection, maintenance and repairs.

During the upgrade some elevators must be operational during construction to maintain Courthouse operations. Proposed equipment upgrades may include replacement of existing geared equipment, cylinders, and/ or upgrading to Machine-Room-Less (MRL) type machines. Also included are interior cab renovations and new control key consoles as well as indicator lights, upgraded door edge sensors, ADA compliant emergency phones, and other hoist way equipment will be required by code. The new system must have superior floor leveling to reduce safety issues and trip hazards. The new systems must meet all current codes and life safety requirements. This project must include all fire alarm and life safety work necessary for code compliance. For additional information concerning these specifications, please contact Ms. Robin Maurer, Asst. Purchasing Director, at (912) 790-1623.

SCOPE OF SERVICES:

The A/E Firm shall:

- A. Investigate the reliability of elevator systems including electrical issues.
- B. Conduct a detailed survey of present elevator conditions for potential reuse in a modernization upgrade program.
- C. Analyze the needs of current / future building requirements and elevator service utilization.
- D. Investigate and evaluate the current hydraulic cylinder and pit design and conditions.
- E. Make recommendations for new technology, energy efficient and “green” designs including conversion to Machine-Room-Less (MRL) using gearless traction type machines.
- F. Prepare plans, specifications, and a detailed cost estimate necessary and completion days for the County to solicit formal competitive bids. This work requires specific elevator expertise and any other engineering services required to support the bidding process and Construction Support Services.
- G. Consultant will provide response to questions for addendums.
- H. Consultant, along with the Owner shall review all bid responses in order to recommend award.
- I. The Consultant will make recommendations, provide design reviews, and provide

construction support services during the construction phase of the elevator renovation project. On a case by case basis, potential hydraulic / traction drive conversions will be considered when type of use, overall condition, pit configuration, age, and useful life can justify the cost of upgrading. Energy savings, overall floor to floor speed and efficiency should be considered.

- J. The Design Consultant shall attend the following meetings:
 - 1. Pre Bid (Mandatory)
 - 2. Pre- Construction

- K. Design Consultant shall provide construction administration services through the completion of construction to include the following:
 - 1. Review all shop drawings for installed materials.
 - 2. Respond to all contractor questions about the design and installation of the new boilers.
 - 3. Approve change orders.
 - 4. Attend weekly site visits during the installation phase of the work.
 - 5. Provide as built documents after construction.

Commencement and Completion:
WORK SHALL BEGIN WITHIN TEN (10) DAYS AFTER RECEIPT OF “NOTICE TO PROCEED”. PLANS AND SPECIFICATIONS SHALL BE COMPLETED WITHIN 45 CALENDAR DAYS AFTER THE TEN DAY PERIOD.

Description	Bid
Design	\$
Construction Administration	\$
TOTAL BID	\$

Print Name/Title: _____

Company Name: _____

Authorization Signature: _____

Date: _____

Request for Quotation Instructions

1. All shipments are to be F.O.B. destination. Freight charges must be included in quotation. Delivery shall be made to the address listed on the Purchase Order and within the time specified in the quote.
2. Quotations subject to terms set forth herein, are requested on the following list of materials, supplies or services. On quotes for services, Chatham County insurance requirements must be met. The successful vendor must provide the County with a Certificate of Insurance listing the County as Certificate Holder.
3. **Quote must be submitted on sheets provided in spaces indicated.**
4. Quotes for materials, supplies, vehicles, and/or equipment must be accompanied by Brochures, or copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact materials, supplies, vehicles and/or equipment for which bids are made.
5. All information required by request for quotation must be completed to constitute a proper bid.
6. Vendor warrants that the goods are merchantable and as described herein or in the solicitation response. Additional warranties may be called for in the specifications.
7. Chatham County is exempt, by law, from any and all federal and state taxes. Do not include taxes in your quotations. Tax exemption number is **58-6001113**. Exemption certificate will be provided upon request.
8. Price Protection Period of ninety (90) days for all items desired from date of quote submission. Vendors are advised that prices in effect at time of bid shall apply and not be subject to revision at time of shipment.
9. The County reserves the right to split this award by line item if deemed to be in its best interest.
10. Minority/Women Business Enterprise (MWBE) Policy: It is the policy of the County to provide minority and women owned business enterprises with equal opportunity for participating in selling goods and services to the County.
11. **Local Preference:** Bids will be evaluated in accordance with the County's Local Preference ordinance.
12. **Employment Eligibility Verification:** As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”
13. O.C.G.A. § 50-36-1, requires Georgia’s cities 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 bidders are 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.

14. The original invoice is to be submitted to the County Finance Department. The purchase order number must be shown on all invoices and packing lists.
15. References may be requested of the successful bidder.

THIS IS NOT AN ORDER

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

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

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

My Commission Expires:

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

SUBCONTRACTOR AFFIDAVIT

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

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public
My Commission Expires:

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

***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: