



REQUEST FOR QUOTATION
“CERTIFIED ARBORIST / TREE SERVICE FOR THE PROPOSED NEW CHATHAM COUNTY COURTHOUSE BUILDING AT 145 MONTGOMERY STREET, SAVANNAH, GEORGIA”

QUOTE NUMBER: 20-0015-4

The Number Must Appear On All Quotations and Related Correspondence.

Sealed Quotation must be received NO LATER THAN 2:00 PM, on FEBRUARY 18, 2020 at the office of the Purchasing Agent at which time they will be opened and publicly read. Quotes may be faxed, emailed, mailed or hand delivered.

Address Reply To: Robert Marshall , 912-790-1622

Mail to: 1117 Eisenhower Drive Suite C Savannah Georgia 31406

Fax to: 912 -790-1627

Email to: rmarshall@chathamcounty.org

Quotations mailed or hand delivered shall be submitted in a sealed enveloped. Quotes submitted by fax or email will be placed and sealed in an envelope upon receipt.

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

_____ AFRICAN AMERICAN

_____ HISPANIC

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ 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.

The purpose of these specifications is to describe the requirements for a certified arborist / tree services for the proposed new courthouse building at 145 Montgomery Street, Savannah, Georgia.

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 bid opening. 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***

**RFQ 20-0015-4
QUOTE SHEET**

Arborist / Tree Services per the attached Scope of Services.
Note: Lump Sum Quote is to include all fees and reimbursables.

LUMP SUM: \$ _____

Please Print Name

Authorization Signature

Company

Address

Phone / e-mail

**Once under contract, all Invoices shall be sent to Chatham County Engineering Department, Attn:
Parveez Yousuf, Project Manager, 124 Bull Street, Rm. 430, Savannah GA 31401**

**CHATHAM COUNTY COURTHOUSE
SCOPE OF SERVICES
ARBORIST
FEBRUARY 4, 2020**

Chatham County is seeking a fee proposal for Arborist services at the site of the proposed new Chatham County Courthouse building, at 145 Montgomery Street, Savannah, GA.

BACKGROUND

The new facility is to be constructed at the site of the recently demolished Jail building. The building will extend from property line to property line on the east (Montgomery Street), south (Oglethorpe) and west (MLK) and is likely to impact several oak trees. ~~The site is located within the City of Savannah limits.~~ Besides the foundation of the building getting close to the west and south property line, a 20" force main is to be relocated along MLK and Oglethorpe that would impact trees. In an effort to save the trees, the City of Savannah Greenscapes Department has requested that necessary steps be taken to protect the trees prior to and during construction.

All work is to be performed under the supervision of an I.S.A Certified Arborist. It is the County's intent to preserve all the live oaks at MLK and two at Oglethorpe, and to secure Tree Quality Points for the preservation of the trees.

SCOPE OF SERVICES:

1. General scope of services for the Arborist shall include
 - a. All required investigation(s)
 - b. Soil sampling for diagnostic analysis and treatment recommendations.
 - c. A written soil analysis report with tree care recommendations
 - d. Prescription soil treatment based on analysis, other treatments
 - e. Perform root Collar/Surgery to reduce the risk of root damage and decay within root zone - to be excavated with an air tool, roots to be severed by saw.
 - f. Coordination with the City of Savannah Greenscapes Department to determine roots that can be severed.
 - g. "Natural target" pruning to reduce canopy to allow for construction (reduction of live branches, reduction of canopy width (boundary and pruning increment timing to be discussed with the City of Savannah Greenscapes Department), removal of debris.
 - h. Documentation of sampling, treatments, tree surgeries and coordination with the City of Savannah Greenscapes Department
 - i. Onsite supervision and inspection of all required tree work

2. The Arborist shall provide the following additional services:
 - a. Coordinate with the City of Savannah Greenscape Department on complete requirements for the project.
 - b. Keep record of minutes of meetings

- c. Provide written recommendations if any for the Contractor to follow (recommendations shall be included in the Contractors construction specifications).
 - d. Submit to the County and City all required documentation (including photographs) of work performed.
3. The Arborist shall perform the complete work as required by the City of Savannah Greenscapes Department. Services shall include work required both
 - a. Prior to construction (Arborist work to begin March 2020)
 - b. During construction (Construction start estimated Spring 2021)
4. During construction, the Arborist shall
 - a. Coordinate with the Contractor to ensure that all necessary steps and recommendations are followed.
 - b. Inform the County of any contractor non-compliance
 - c. Make remedial recommendations if required
 - d. Inspect at final completion
5. The Arborist shall coordinate with the County Project Manager, County's Arborist, Consultant, other County and City entities as required.
6. The Arborist shall provide a schedule of the work.
7. The Arborist shall coordinate with Utility Companies as necessary.
8. All work shall be performed in accordance with ANSI A300 Standards for Pruning and Tree Care.
9. Documents shall be signed by an ISA Certified Arborist licensed in the State of Georgia. Certification number is to be provided.
10. The Arborist's services shall be performed at a Fixed Fee, which shall include all reimbursables.
11. The Arborist shall submit to the County's Purchasing Department and keep current all necessary and required documentation.

Attachment: Layout

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with 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:

LEGAL NOTICE
CC NO. 167835
Request for Quote

Formal Quotes will be received until 2:00 P.M. on FEBRUARY 18, 2020 and publicly opened in Chatham County Purchasing & Contracting Department, at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406, for: RFQ NO : 20-0015-4 CERTIFIED ARBORIST / TREE SERVICE FOR THE PROPOSED NEW CHATHAM COUNTY COURTHOUSE BUILDING AT 145 MONTGOMERY STREET, SAVANNAH, GEORGIA

The Request for Quote Package can be downloaded and printed from the County website <http://purchasing.chathamcounty.org> Also, all firms requesting to do business with Chatham County must also register on-line at website: <http://purchasing.chathamcounty.org>

For any additional questions regarding this Quote , please contact Robert Marshall, Senior Procurement Specialist, at 912-790-1622.or rmarshall@chathamcounty.org

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

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



MARGARET H. JOYNER, PURCHASING DIRECTOR

SAVANNAH NEWS/PRESS INSERT: Feb.10, 2020
Please send affidavit to:
Chatham County Purchasing & Contracting Department
1117 Eisenhower Drive, Suite C
Savannah, Georgia 31406
(912) 790-1622