



CITY OF SAVANNAH, GEORGIA
OFFICE OF THE PURCHASING DIRECTOR
POST OFFICE BOX 1027
SAVANNAH, GEORGIA 31402
(912) 651-6425
www.ci.savannah.ga.us

DATE: April 7, 2005

BID NO. 05.139

SUBJECT: Invitation to bid on the following equipment, supply, and/or services.

NAME OF BID: Golf Carts – Savannah Airport Commission - OTP

This letter extends to your Firm an invitation to submit a bid to supply the City of Savannah with equipment, supplies, and/or services as indicated above. Sealed bids for the above will be received at the Office of the City Purchasing Director, Board of Purchase, City Hall, Savannah, Georgia, up to 1:30 p.m. on Tuesday, May 3, 2005, at which time, bids will be opened and publicly read. The Board of Purchase reserves the right to reject any and all bids and to waive formalities.

Instructions for preparation and submission of a bid-proposal are contained in the attached packet. 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 bid, return signed bid invitation sheet and state reason. **Also, please clearly mark the outside of your envelope as "No Bid."**

A pre-bid conference has been scheduled to be conducted in the Office of the Purchasing Director, 3rd Floor, City Hall at 10:00 a.m. on Tuesday, April 26, 2005 to discuss the specifications and resolve any questions and/or misunderstandings that may arise. You are invited to attend.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the City will issue a written addendum to document all approved changes. **Any bid submitted which does not acknowledge the receipt of an addendum will not be considered.**

The City of Savannah has an equal opportunity purchasing policy. The City of Savannah seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs. The City affirmatively works to encourage utilization of minority business enterprises in our procurement activities. The City provides equal opportunities for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, national origin or handicap. A "minority business enterprise" is defined as "one whose ownership is at least 51% held by persons who are Black, Asian-American, American Indian or Spanish Surnamed Americans".

A Bid proposal from your Firm will be appreciated.

Sincerely yours,

Margaret H. Joyner
Purchasing Director

Barbara D. Hayes
Buyer

AN INVITATION TO BID INSTRUCTIONS TO BID

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply the City of Savannah with equipment, supplies, and or services as listed above. All bids are governed by the Charter and Code of the City of Savannah.
- 1.2 **How to Prepare Bid Proposals:** All bid proposals shall be:
- (A) Prepared on the forms enclosed herewith, unless otherwise prescribed.
 - (B) Typewritten or completed with pen and ink, signed by the vendor or his authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.
- 1.3 **How to Submit Bid Proposals:** All bid proposals shall be:
- (A) Submitted in sealed opaque envelope, plainly marked with the bid number and equipment, supply and/or service description listed above.
 - (B) Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before 1:30 P.M. on the date specified in the first paragraph of the above letter of invitation.
 - (a) Mailing Address: Purchasing Director, Post Office Box 1027, Savannah, Georgia 31402.
 - (b) Hand Delivery Address: Purchasing Director, 3rd Floor, City Hall, Bay & Bull Streets, Savannah, GA.
 - (c) Bids not received by the time and date specified in the first paragraph of the letter will not be opened .
- 1.4 **How to Submit an Objection:** Objections from bidders to the invitation to bid and/or these specifications should be brought to the attention of the City Purchasing Director in the following manner.
- (A) When a pre-bid conference is scheduled, bidders should either present their oral objection at that time or submit their written objections at least 2 days prior to the scheduled conference.
 - (B) When a pre-bid conference is not scheduled, the bidders should object in writing at least 5 days prior to the opening of the bids.
 - (C) Failure to object in accordance with the above procedure shall constitute a waiver on the part of the vendor to protest the solicitation.
- 1.5 **Failure to Bid:** If a bid is not submitted, bidder should return bid sheets, stating reason therefore, and indicate whether the business should be retained or removed from the City's mailing list. **The outside of the envelope should clearly be marked " No Bid " .**
- 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 bidders' own risk. In case of error in extension of prices in the bid, the unit prices shall govern.
- 1.7 **Standards for Acceptance of Bid for Award Contract:** The City reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejections or waiver is in the interest of the City. The City 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 **Bidder:** Whenever the term "bidder" is used it shall encompass the "contractor", "purchaser" or other party having a contract with the City in such capacity after a contract has been entered into

or between such party and the City.

- 1.9 Compliance with laws:** The bidder 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 City statute, ordinances and rules during the performance of any contract between the bidder and the City. Any such requirement specifically set forth in any contract document between the bidder and the City shall be supplementary to this section and not in substitution thereof.
- 1.10 Bidders/Proposers certify that all equipment, services and or goods provided to the City of Savannah comply with the Department of Justice ADA Title III Regulations.
- 1.11 Bidder/Contractor certifies that the bidder is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three year period or had a civil judgment against them for commission of fraud in obtaining or performing a public contract, has not within a three year period been terminated on a public contract for cause or default.

GENERAL CONDITIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the City. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- 2.2 **Delivery Point:** Unless otherwise stated, all items shall be quoted and delivered F.O.B. Destination (i.e., at a specific City of Savannah address), and delivery cost and charges (if any) will be included in bid price.
- 2.3 **Cash Discounts (Terms):** Unless otherwise specified, prompt payment cash discounts will be considered in determining cost. A minimum of ten (10) working days must be allowed for an offered prompt payment discount in order to be considered in making an award.
- 2.4 **Delivery Time:** When delivery time is requested in invitation documents, time will be of the essence; therefore, bid shall include the delivery date. In some instances, the City may specify an outside delivery date.
- 2.5 **Preparation For Delivery:**
- (A) **Packing** - Packing shall be accomplished in accordance with acceptable commercial practices for domestic shipments, unless otherwise stated in the contract or purchase order. The vendor shall make shipments using the minimum number of containers consistent with the requirements of safe transit, available mode of transportation routing. It shall be the vendor's responsibility to determine that packing is done as adequate to assure that all the materials shall arrive at destination in an undamaged condition ready for its intended use.
 - (B) **Marking** - All packages shall be identified with the City of Savannah purchase order number and the using Department. Sealed packing lists must be affixed to all cartons showing its content.
 - (C) **Shipping** - The vendor shall follow shipping instructions as stated on the purchase order or contract.
- 2.6 **Multiple Bids:** No vendor will be allowed to submit more than one bid. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-Bid Conference or submitted in writing at least five (5) days preceding bid opening date.
- 2.7 **Bids For All Or Part:** Unless otherwise specified by the City or by the bidder, **THE CITY OF SAVANNAH RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF THE CITY.** 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 **Warranties for Usage:** Whenever a bid is sought seeking a source of supply for a specified period of time for materials or services, **THE QUANTITIES OF USAGE SHOWN ARE ESTIMATED ONLY.** No guarantee or warranty of any amount is given or implied by the City as to the total amount that may be purchased from any resulting contracts.
- 2.9 **Prices to be Firm:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from opening date.
- 2.10 **Description of Materials:** Proposals for materials, supplies, vehicles, and/or equipment should be accompanied by copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact materials, supplies, vehicles, and/or equipment on which bids are made.
- 2.11 **Completeness:** All information required by Invitation to Bid must be completed and submitted to constitute a proper bid.
- 2.12 **Quality:** All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new (unless otherwise specified), the latest model, of the best quality, and highest grade workmanship. Vehicles and/or equipment shall be equipped with such necessary equipment complying with the Georgia State Law, but not including licensing. Also, materials must comply with all applicable Federal and State OSHA requirements in affect at the time of bid.
- 2.13 **Acceptance of Material:** The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and therefore accepted to the satisfaction of the City. **IN THE EVENT THAT THE MATERIAL AND/OR SERVICES SUPPLIED TO THE CITY IS FOUND TO BE DEFECTIVE OR DOES NOT CONFORM TO SPECIFICATIONS, THE CITY RESERVES THE RIGHT TO CANCEL THE ORDER UPON WRITTEN NOTICE TO THE SELLER AND RETURN THE PRODUCT TO THE SELLER AT THE SELLER'S EXPENSE AND TO INVOKE THE PROVISIONS OF SECTION 2.22.**
- 2.14 **Plant and Facility Inspections:** The Purchasing Department may require the vendor to make his plant and facilities available for inspection; or may require additional information concerning the vendor's ability to perform compliant with the requirements of this specification. Failure to comply with this requirement may cause rejection of the bid package.
- 2.15 **Guarantee:** Unless otherwise specified by the City, 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 bidder at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the City. These repairs, replacement or adjustments shall be made only at such time as will be least detrimental to the operation of City business.
- 2.16 **Manufacture or Dealer Advertisement:** No manufacturer or dealer advertising attachment shall appear on products delivered to the City without prior approval by the City of Savannah.
- 2.17 **Brand Name:** If and wherever brand names, makes, names of manufacturers, trade names, vendor catalogs or model numbers are stated, they are for the purpose of establishing a grade or quality of material.
- 2.18 **"OR EQUAL" Interpretation:** It is the vendor's responsibility to prove to the City that each bid item is equal to the grade or quality of material specified.

On all such bids, the bidder shall indicate clearly the product (brand and catalog or model numbers) on which he is bidding, and shall supply a sample and sufficient data in detail to enable an intelligent comparison to be made with the particular brand or manufacturers specified. Failure to submit the required information will be sufficient grounds for rejection of bid. The City shall be the sole judge concerning the merits of bid submitted. If the vendor has any questions relative to whether his product is equal to the grade or quality of the product specified, he should resolve this issue at the pre-bid conference; however, if the extent of the discussion precludes resolution at the pre-bid conference, the vendor should contact the Purchasing Director and resolve the issue

prior to submission of bid.

NOTHING HEREIN PRECLUDES TESTING AS SPECIFIED BY THE CITY. VENDOR SHALL BEAR EXPENSES OF TESTS.

2.19 **Certified Test Report:** Each bidder shall provide a copy of a certified test report prior to or with their sealed bids when specified. The certified test report shall be from a recognized independent testing laboratory or manufacturer's quality control laboratory showing all test results and full compliance with the appropriate specification indicated herein. However, the City will bear the cost of any independent tests or consultant services it so chooses to perform.

2.20 **Samples and Demonstrations:** Evidence in the form of samples may be requested . When required, such samples are to be furnished after the date of bid opening only upon request of the City unless otherwise stated in the bid proposal. If samples are requested, unless otherwise authorized, such samples must be received by the City no later than seven (7) days after formal request is made. The City may request full demonstration of any item(s) bid prior to the award of any contract.

Bid samples shall be an exact and true representative sample of the actual material offered. Each bid sample shall be properly tagged or labeled with the name of the bidder and manufacturer, the bid opening date, and the bid number. Bid samples shall be provided at no additional costs to the City. Samples not used for tests will be returned to the bidder at the bidders' expense if so requested.

Furthermore, the City reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform with the contract requirements, the contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional cost to the City.

2.21 **Liability:** Where bidders are required to enter or go onto City of Savannah property to deliver materials or perform work or services as a result of bid award, the bidder shall be liable for any injury, damage or loss to the City occasioned by negligence of the bidder or his agent or any person the bidder has designated in the completion of his contract as a result of his bid and shall indemnify and hold harmless the City from any liability arising therefrom. When specified a certificate showing appropriate liability insurance coverage must be submitted to the Purchasing Director prior to award of the purchase. In connection with its indemnification and Hold Harmless, bidder shall be required to notify its liability insurance carrier and the City of any and all claims for injury, damage or loss occasioned by the negligence or alleged negligence of the bidder (or his agent) or any person the bidder has designated in the completion of his contract.

2.22 **Default Provision:** The contract may be canceled or annulled by the City of Savannah 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 the City of Savannah for costs to the City in excess of the defaulted contract prices. The Contractor shall continue the performance of this contract to the extent any part is not terminated under the provisions of this clause.

2.23 **Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify the City and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters or patent of the United States arising out of the performance of this Contract or out of the use or disposal by or for the account of the City of supplies furnished or construction work performed hereunder.

2.24 **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

- (3) prior to opening, directly or indirectly to any other bidder or to any competitor;
- (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition; and
- (4) No agent or employee of the City of Savannah has been bribed in connection with this bid solicitation.

- 2.25 **Award of Contract:** The contract, if awarded, will be awarded to the most responsive and responsible bidder whose bid will be most advantageous to the City, price and other factors considered. The City will make the determination.
- 2.26 **Local Vendor Preference:** The City of Savannah has a local vendor preference policy which allows the lowest local bidder, (defined as within the incorporated City limits), within 1% or \$10,000, whichever is less, of the lowest non-local bidder, to match the bid submitted by the non-local bidder and therefore be awarded the contract.
- 2.27 **Minority/Women Business Enterprise (MWBE) Policy:** It is the policy of the City to provide minority and women owned business enterprises with equal opportunity for participating in selling goods and services to the City of Savannah. Bidders are required to make a Good Faith Efforts to subcontract, where applicable, with or purchase supplies from MWBEs. The bidder shall keep records of such efforts that are adequate to permit a determination of compliance with this requirement.
- The bidder shall also submit the attached notice of non-discrimination with their bid.
- 2.28 **Qualified Vendor:** A "Qualified Vendor" is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within these specifications.
- 2.29 **Compliance With Specifications - Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of this proposal and by reference are made a part hereof.
- 2.30 **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 Mayor and Alderman of the City of Savannah, the City Manager or his designee. In case of a default on the part of the bidder after such acceptance, the City of Savannah may take such actions as it deems appropriate including legal action for damages or specific performance.
- 2.31 **Notice to Proceed:** The successful bidder shall not commence work under this invitation to bid until duly notified by receipt of contract signed as executed by the City Manager or the Purchasing Director. If the successful bidder does commence any work prior to receiving official notification, he does so at his own risk.

SPECIAL CONDITIONS

- 3.1 **Price Change:** Preference shall be given to the bidder submitting the lowest and best firm price as his bid. Should it be found that due to unusual market conditions it is in the best interest of the City to accept a price with an escalation clause, the following shall apply:
- Unless otherwise specified, prices shall be reviewed no more often than on a quarterly basis.
- Cost data to support any proposed increase must be submitted to the Purchasing Director no less than 30 days prior to the effective date of any such requested price increase.
- Any adjustment allowed shall consist of verifiable material cost increases which may be passed on to the consumer.
- No adjustment shall be made to compensate a supplier for inefficiency in operation, or for additional profit.
- Bids indicating price in effect at time of shipment will be considered invalid.
- 3.2 **Bonds:** (Check where applicable)

- (A) Each bidder shall post a **bid bond, certified check or money order** made payable to the City in the amount of ___ % of the bid price. A company check is **not** acceptable. No bids shall be read or considered without a proper form of security.
- (B) No bond, certified check, or U.S. Money Order is required.
- (C) Bidder shall post a **payment / performance bond, certified check or money order** payable to the City 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 requirements of the contract including timely delivery, performance specifications and warranty requirements. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- (D) Bidder shall post a **performance bond, certified check or money order** in the amount of ___ % of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee of timely delivery and that equipment, materials and /or goods are delivered according to specifications.

Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia, approved by the City, and must be executed on the attached forms. At the discretion of the City, other forms of security may be considered in lieu of a performance bond.

3.3 **City License Requirement:** Contractor must be licensed in the State of Georgia by government entity for which he does the majority of his business.

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

- (A) Provisions of item 2.12 in regards to quality shall apply.
- (B) Warranty required.
- (a) Standard Warranty shall be offered with bid.
- (b) Extended Warranty shall be offered with bid.

3.5 **Terms of Contract:** (Check where applicable)

- (A) Annual Contract
- (B) One time Purchase.
- (C) Other

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

4.0 The purpose of these specifications is to describe the requirements for three golf carts/ electrical utility vehicles to be used by the Savannah Airport Commission Maintenance Department and Standard Parking Services.

4.1 **Two (2) Golf Carts/Electric Utility Vehicles for Airport Maintenance Department**

4.1.1 Electrical System: Eight 6 volt heavy duty deep cycle batteries.

4.1.2 Charger: Fully automatic 21 amp. DC output at 48 volts.

4.1.3 Brakes: Foot operated Parking Brake Rear Wheel Hydraulic Drum Brakes with non asbestos linings.

4.1.4 Steering: self-compensating single reduction rack and pinion.

4.1.5 Suspension: Heavy duty multiple leaf spring with hydraulic shock absorbers.

- 4.1.6 Cargo Bed: Minimum 40" wide 68" long.
- 4.1.7 Load Capacity: 800-lb. minimum not including operator.
- 4.1.8 Lights: Standard headlights
- 4.1.9 Hour Meter: Factory Standard.
- 4.1.10 Lights: Factory Standard
- 4.1.11 Windshield: Factory Standard windshield.

4.2 One Golf Cart/Electric Utility Vehicle for Standard Parking Services.

- 4.2.1 Electrical System: Six-volt heavy-duty deep cycle storage batteries.
- 4.2.2 Charger: Fully automatic 21 amp DC output at 36 volts.
- 4.2.3 Brakes: Auto adjusting dual rear wheel mechanical drum with non asbestos lining self adjusting parking brakes with automatic release.
- 4.2.4 Steering automotive self-compensating single reduction rack and pinion.
- 4.2.5 Suspension: Heavy Duty.
- 4.2.6 Cargo Bed: Minimum 40" wide 40" long.
- 4.2.7 Load Capacity: 800 lb. Minimum including operator.
- 4.2.8 Hour Meter: Factory standard.
- 4.2.9 Sun Canopy: Factory standard.
- 4.2.10 Weather protection package: Factory Standard.
- 4.2.11 Lights: Headlights and Taillights.
- 4.2.12 Windshield: Factory standard.

4.3 **Basis of Award:** This contract will be awarded to the vendor that offers the lowest net price to the City, and who meets or exceed all specifications herein. The City reserves the right to split the award if deemed to be in its best interest.

5.0 GENERAL SPECIFICATIONS:

5.1 The Exception Sheet, the Bid Submittal Form, the Non-Discrimination Statement and the Proposed Schedule of MWBE Participation in the bid packet proposal must be completed and returned in their entirety to constitute a complete bid.

5.2 All bids must be submitted in **DUPLICATE**.

Send original invoices to:

Savannah Airport Commission
Accounts Payable
400 Airways Avenue

Savannah, GA 31408

- 5.3 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation.
- 5.4 All equipment and vehicular equipment delivered to the Airport must be accompanied by two (2) copies of complete parts, shop repair, and operator's manuals. The parts manuals must show all component parts including, but not limited to, component assemblies and their substitute components identified by manufactures part number. Any component or sub-assembly not manufactured by the O.E.M. must be identified including the name of the manufacturer of said component and said manufacturer's part numbers and nomenclature. All parts information must be specific to the unit delivered to the City. All shop repair manuals will include, but not be limited to the following. Complete disassembly instructions, adjustment and replacement procedures, wiring diagrams, hydraulic schematics (where applicable), hose routing, location and function of sensors, time standards where available and trouble shooting guide.
- 5.5 All equipment must be accompanied by a factory recommended preventive maintenance schedule including procedures, time hours mileage intervals, replacement part numbers, and fluid specifications.
- 5.6 No dealer advertising to be on vehicles.
- 5.7 The successful bidder will be responsible for applying for all applicable Georgia tags and titles. These costs should be considered in the bid price.

EXCEPTION SHEET
BID #05.139

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

City of Savannah Purchasing Dept
 3rd Floor, City Hall
 P. O. Box 1027
 Savannah, Georgia 31402
 ATTN: Purchasing Director

BID NUMBER: 05.139

Business Location: (Check One)

Chatham County
 City of Savannah
 Other

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

DO YOU HAVE A BUSINESS LICENSE IN THE STATE OF GEORGIA? (CHECK ONE) YES:
 _____ **NO:** _____

LICENSED BY WHAT CITY/COUNTY _____

BUSINESS LICENSE #: _____ **FED TAX ID #:** _____

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):
CHECK ONE: CORPORATION PARTNERSHIP INDIVIDUAL
 OTHER (SPECIFY: _____)

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (Statistical Purposes Only):
CHECK ONE: NON-MINORITY OWNED ASIAN AMERICAN
 AFRICAN AMERICAN AMERICAN INDIAN
 HISPANIC OTHER MINORITY
 WOMAN

Do you plan to subcontract any portion of this project? Yes _____ No _____
 If yes, please complete the attached schedule of MWBE participation. Also complete the schedule if you will be using any MWBE suppliers.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS:

ITEM NO	DESCRIPTION	EST QTY	MANUFACTURER & MODEL NO.	UNIT PRICE	TOTAL
1	Golf Cart/Electrical Utility Vehicle – Maintenance Department – Per Spec 4.1	2 EA			
2	Golf Cart/Electrical Utility Vehicle – Parking Services – per Spec 4.2	1 EA			

TOTAL GROSS BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS
(Minimum of 10 working days must be allowed for discount to be considered in bid award)

___ Less ___% ___Days Prompt Payment Discount (if offered) (_____)

___ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$ _____
=====

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____ DAYS

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID: ADDENDUM _____ #
DATE _____

I certify this Bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (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 any bid submitted to the City of Savannah or the performance of any 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 in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

Name of Bidder/Proposer: _____ Bid No.: _____

Project Title: _____ Total Bid Amount \$ _____

Name of M/WBE Participant	Address	Type of Work Sub-Contracted	Subcontract Value	MBE/WBE Status
			\$	
			\$	
			\$	
			\$	
			\$	

MBE Participation Value: _____ % \$ _____

Women Participation Total Value: _____ % \$ _____

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Signature: _____

Title: _____

Note: The Minority/Woman-Owned Business Office is available to identify qualified M/FBE's. Please contact the Office at (912) 651-3653. This form may be copied as needed. The City of Savannah has also posted a list of registered M/FBEs on its website @ www.savannahga.gov.