

INVITATION TO SUBMIT
PROPOSAL

RFP NO. 17-0061-5

**COMMERCIAL IRRIGATION SERVICES FOR THE CHATHAM COUNTY PUBLIC WORKS
AND PARK SERVICES**

PROPOSAL RECEIPT DUE BY: 5:00 P.M., AUGUST 1, 2017

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER TABITHA ODELL

COMMISSIONER JAMES J. HOLMES

COMMISSIONER JAMES "JAY" JONES

COMMISSIONER BOBBY LOCKETT

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER CHESTER A. ELLIS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.

X GENERAL INFORMATION

X PROPOSAL

N/A BONDS

X PROPOSAL SCHEDULE

X LEGAL NOTICE

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

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 or woman owned business is defined as a business with 51% or greater minority of woman ownership. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic _____
Native American or Alaskan Indian _____ Woman _____

For additional information concerning Chatham County's M/WBE Program, please contact Connell Heyward, at (912) 652-7860.

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1619**

DATE: July 18, 2017

RFP NO. 17-0061-5

**COMMERCIAL IRRIGATION SERVICES FOR THE CHATHAM COUNTY PUBLIC WORKS AND PARK
SERVICES**

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Director, **1117 EISENHOWER DRIVE, SUITE C, Savannah, Georgia** up to **5:00 P.M., August 1, 2017.** The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

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

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 approved changes. Generally when addenda are required, the bid opening date may be changed.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing 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 County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees.

**SECTION I
INTRODUCTION AND INFORMATION**

- 1.1 PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a proposal to supply Chatham County with services as described herein. All proposals are governed by the Purchasing Ordinance of Chatham County, and the laws of the State of Georgia.
- 1.2 INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this solicitation, contact Jean Bradanick, Purchasing at (912) 790-1619. Such contact shall be for clarification purposes only. Material change, if any to the scope of services or bidding procedures will be only transmitted by written addendum. It is the proposer's responsibility to check the website to determine if any addenda have been issued.

All questions must be submitted in writing to the Purchasing & Contracting Division, 1117 Eisenhower Drive, Citizen Service Center, Suite C, Savannah, GA. Attn: Jean Bradanick. To facilitate prompt receipt of questions, they may be sent via FAX to (912) 790-1627 or email to ajbradanick@chathamcounty.org. Questions of a material nature must be received prior to the cut-off date specified in the Solicitation Schedule. If no cut-off date is listed, the deadline for questions shall be 5:00 p.m. one week prior to the deadline for receipt of proposals. If a bid or proposal is faxed, it is the responsibility of the proposer to insure that the proposal is received in its entirety prior to the deadline for bid submittal.

- 1.3 ELIGIBILITY:** To be eligible for a resulting contract (s) in responding to this Solicitation, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section similar in size and complexity to the County's project.
- 1.4 HOW TO PREPARE REQUEST FOR PROPOSAL: All proposals shall be:**
- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
 - B. Typewritten or completed with pen black or blue ink, signed by the business owner or authorized representative, with all 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.
- 1.5 HOW TO SUBMIT PROPOSAL: All proposals shall be:**
- A. Proposers shall submit an **original and four (4) copies** in a sealed opaque enveloped, plainly marked with the proposal number and title, date and time of bid proposal opening, and company name.

- B. Mailed or delivered as follows in a sufficient time to ensure receipt by the Purchasing Director on or before time and date specified above.

Purchasing Director
1117 Eisenhower Drive, Suite C
Savannah, Georgia, 31406.

Proposer shall state the Company name, bid number and bid name on the outside of their submittal.

PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

- 1.6 FORMAT FOR RESPONSES:** To be considered, contractors must submit a complete response to the Request for Proposal. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

Signature Page
Proposal Contents as listed in Scope of Services
Cost Information
Required Attachments

Each proposal must be submitted in one (1) original and four (4) copies bound to:

Jean Bradanick
Procurement Specialist
Chatham County Purchasing Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1619

**SECTION II
GENERAL CONDITIONS**

- 2.1 LOCAL VENDORS:** The Board of Commissioners has strongly expressed their desire to have as much “Local” participation as possible used as Sub-Contractors for the work done in Chatham County.
- 2.2 MINORITY- WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of local, minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm.
- If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County’s M/WBE Coordinator, please contact Connell Heyward at (912) 652-7860.
cheyward@chathamcounty.org
- 2.3 LOBBYING ACTIVITIES:** ALL BIDDERS/PROPOSERS PLEASE NOTE: A bidder/proposer submitted a response to this solicitation must comply, if applicable, with the County Purchasing ordinance and Procedures Manual. No discussions are allowed with Board members, other elected officials, county management staff and employees. The only discussions must be through the Purchasing & Contracting Office.
- 2.4 PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity.
- 2.5 BID/PROPOSAL COSTS:** The County shall not be liable for any costs incurred by bidder/proposer in responding to this Solicitation.
- 2.6 CONFIDENTIAL INFORMATION:** Information and material received by County in connection with all bidders/proposer’s shall be deemed to be public records subject to public inspection upon award or recommendation for award. However, certain exemptions to public records law are statutorily provided for in Title 50-18-70., O.C.G.A. Therefore, if the Bidder/Proposer believes any of the information contain in his or her response is exempt from the Open Records Act, the Bidder/proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise the County will treat all materials received as public records.
- 2.7 CONTRACT COST ADJUSTMENTS:** Prices quoted shall be firm for the initial contract terms.
- 2.8 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:** Contractor agrees and understands that

the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.

- 2.9 DELETION OR MODIFICATION OF SERVICES:** The County reserves the right to delete any portion of this Contract at any time without cause. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the County agree on modifications or revisions to the task elements, after the County has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised quote to the County for approval prior proceeding with the work. Written change orders or amendments to the contract must be forwarded through the Purchasing Director who will obtain required approvals.

- 2.10 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be employees of the Contractor and subject to supervision by the Contractor, and not as officers, employee, or agents of the County.
- 2.11 SECURITY AND IMMIGRATION COMPLIANCE ACT:** On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>, to find the E-Verify information.
- 2.12 ASSIGNMENT:** The successful bidder/proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or of any rights, title, interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the County.
- 2.13 CANCELLATION:** The County may cancel this contract for convenience with a sixty (60) day written notice to the other party. The County may terminate this contract immediately for cause based on non-performance.
- 2.14 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.15 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.16 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a ninety day period.

- 2.18 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.19 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which 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 Ordinance shall govern the review and resolution of all protests.
- 2.21 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested. Chatham County has the right to disqualify the proposal of any Proposer as being non-responsive or non-responsible whenever such Proposer cannot document the ability to deliver the requested service.
- 2.22 COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business tax certificate (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business Tax Certificate prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information. No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.
- 2.23 INSURANCE PROVISIONS:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's fee proposal.

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. Chatham County is *not* to be included as a named insured on Contractor's policies.

A certificate of insurance regarding this Request for Proposal shall include the following:

- A. *Worker's Compensation:* Statutory, with a minimum Employer's Liability limit of \$500,000.

- B. *Commercial General Liability*: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile*: \$1,000,000 Combined Single limit written on an “Any Auto” basis.
- D. *Fidelity Bond/Professional Liability*: \$3,000,000 Covers lost due to crime or dishonesty by employee of/or the CONTRACTOR.

2.24 INDEMNIFICATION: The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'S obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

The contractor shall provide the County with an insurance certificate outlining the coverage's provided and 30 day written notification to the County when the coverage's are terminated or expired.

2.25 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS: The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part of a resulting contract.

2.26 SIGNED RESPONSE CONSIDERED AN OFFER: The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Director or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

2.27 NOTICE TO PROCEED: The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed or Purchase Order is issued by the Purchasing Director or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

2.28 WITHDRAWAL OF PROPOSAL: Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm

will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.

- 2.29 **CONFLICT OF INTEREST:** Through a statement of disclosure, your firm/organization/ joint venture shall provide sufficient detail of any relationship, especially financial, between members of your firm and any county employees or their family members. This will allow the County to evaluate possible conflicts of interest. However, it will remain at the county's discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.

- 2.30 **REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.

- 2.31 **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONTRACTOR agrees as follows:
The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

- 2.32 **PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance.

**SECTION III
EVALUATION PROCESS**

3.1 DESCRIPTION AND OBJECTIVES: Chatham County is seeking firms that are qualified to provide commercial irrigation services for the Chatham County Public Works and Park Services.

3.2 PROPOSAL CONTENTS:

To be considered for award, all proposals must include, as a minimum the following information:

- a. The proposal must include a statement of the Bidder's proposed approach and schedule to accomplish the tasks set forth in the Scope of Work including response time for delivery and installation. The bidder/proposer must demonstrate that they fully understand the scope of services.
- b. Describe the experience of the firm providing similar systems.
- c. The Bidder must submit a cost proposal in Section V and it must include everything in the detailed specifications and all related expenses and installation necessary for a complete project.

Proposer shall also provide a cost proposal for maintenance of the system after the initial one year warranty and include detail of the specifics of the maintenance coverage.
- d. Proposer shall provide at least five (5) references/ and or current list of clients for whom a similar system has been installed.

3.3 SELECTION METHODOLOGY: Proposals will be evaluated according to the following criteria at minimum:

Evaluating Factor:

Proposer's Qualifications and Experience: Previous experience with similar contracts and related work. (25 points)

Ability to Meet Specifications: Fully understand and comply with equipment specifications and the scope of services required to provide irrigation services. Proposer shall provide detail which lists the proposed equipment and configuration. (20 points)

References: Provides a minimum of five (5) references, for similar projects within the last five (5) years, who can attest to the company's knowledge, quality of work, timeliness, diligence, working relationships, and flexibility. Provide the organizations name, contact persons, and phone numbers. (15 points)

Fee Proposal: as outlined on cost proposal page. Cost shall include all equipment and installation and include detail of maintenance and related costs. (25 points)

Local MWBE Participation: Ability to provide opportunity for local minority and woman owned business participation. (15 points)

Interviews/Presentations (if required) (TOTAL POSSIBLE POINTS: 30)

Any or all proposers may be requested to provide a demo or interview. If conducted, interviews will be scored.

3.4 PAYMENT TO CONTRACTORS: Instructions for invoicing the County for service delivered to the County are specified in the contract document.

- A. Questions regarding payment may be directed to 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 progress or completion of the work as more fully described in the contract document.
- C. Upon completion of the work, the Contractor will provide the County or contractor with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
- D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

3.5 BONDS: (Check where applicable) Not Applicable

- 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. Proposer(s) shall post a 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.
- D. Liquidated damages and penalties will be associated with the Bidder's agreed upon delivery date.

3.6 AUDITS AND INSPECTIONS:

At any time during normal business hours and as often as the County may deem necessary, the Proposer 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 **MAINTENANCE REQUIREMENTS:** Proposer shall provide annual maintenance for County consideration. Detail shall be provided on the maintenance coverage so that the County may consider the cost/benefit.

3.8 **Terms of Contract:**

Annual Contract (With renewal options for four (4) additional one (1) year terms if all parties agree)

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

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

This _____ day of _____ 20__.

BY: _____

SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE NO. /FAX NO

CHATHAM COUNTY, GEORGIA

PROPOSAL

SPECIFICATIONS FOR:

RFP NO. 17-0061-5

COMMERCIAL IRRIGATION SERVICES FOR THE CHATHAM COUNTY PUBLIC WORKS AND PARK SERVICES

GENERAL INFORMATION:

The Purpose of the bid is to establish an annual contract for installations and repair of commercial/industrial underground sprinkler irrigation systems. The Chatham County's Public Works and Park Services will be the primary user of this contract. Other County departments may require the contractor's services on a case by case basis. For additional information concerning these specifications, please contact *ONLY* Ms. Jean Bradanick, Procurement Specialist, at (912) 790-1619. Bidders are not to contact any County Department Directly. Detailed specifications are as follows:

4.0 CONTRACT SPECIFICATIONS:

- 4.0.1 Proposals shall be evaluated based on the requirements set forth in this solicitation, which includes proposer responsiveness, capability, past performance and other criteria to determine acceptability such as inspection, testing, quality workmanship, delivery and suitability for this contract.
- 4.0.2 Chatham County may cancel the contract at any time for material breach, contractual obligations or if the Contractor fails to provide satisfactory services by providing the County with written notice for cancellation. Should either agency exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Contractor.

4.1 DETAILED SPECIFICATIONS:

- 4.1.1 Materials: The contractor will supply products called for in the material specifications and will not make substitutions without written authorization by the using department. Contractor will acquire products that are called for by brand name, only from distributors that are authorized to market and warranty said products.
- 4.1.3 Response Time: Repair work response shall begin within 3 (three) hours for emergencies. Response for routine repairs shall begin within 48 hours. Response time is defined as the time required for a full crew to arrive at the job site ready to begin work.
- 4.1.4 Disabled Systems: Contractor must notify the County of the time the irrigation system will be disabled so that the using department can arrange for alternate water of plant material if deemed necessary.

If the irrigation system will disabled for more than ten (10) calendar days. Contractor must provide alternate irrigation to the site.

- 4.1.5 Estimates: In preparing estimates, the contractor shall breakdown each specific installation or repairs by the following:
- a. Labor by hour (if repair) with estimated repair time, labor by job (if new installation estimated time.
 - b. Total material cost per job.
 - c. Specific repair function descriptions with locations of repair to be prepared.
- 4.1.6 Proposal Pricing: Proposal pricing shall consist of three components.
- a. A labor rate per man hour shall be indicated. This rate shall include all wage classifications, or any overtime premiums, and any miscellaneous equipment or small tools that may be required.
 - b. Material pricing shall be based on a percent discount from published price lists. The County reserves the right to request material invoices to verify discount.
 - c. An hourly rate for trenching equipment shall be indicated. If special equipment other than standard trencher is needed, this rate will be negotiated between the vendor and the County.
- 4.1.7 All new installations and repairs to existing installation shall conform to Cross-Connection Control Policy Manuals for Chatham County. Chatham County will provide the manuals.
- 4.1.8 Design services are to include all usual and customary scale drawings and specifications necessary to install an irrigation system. On a new installation “As Built” scale plans are to be furnished to the originating department before payment will be made.
- 4.1.9 Qualifications/Certifications:
- a. Successful bidder shall be licensed to perform low voltage electrical work or have licensed sub-contractor to perform such work.
 - b. The contractor selected is encouraged to have on staff an Irrigation Designer with a minimum level II certification by: The Irrigation Association or contractor is encouraged to have been awarded the Stamp of Approval issued by: Georgia Irrigation Association or contractor shall have certification from another organization, subject to that verification of the organization’s requirements. The selected contractor must supply five (5) references for commercial irrigation projects (design, installation or repair) over \$20K.
 - c. Contractor shall be able to make repairs to large (4”- 6”) PVC pipe that require mechanical fittings.
 - d. Contractor shall have basic working understanding of booster pumps used for irrigation.
 - e. ‘On Staff’ shall denote a permanent, full-time employee of the bidding firm.

- f. The contractor shall supply with their bid a statement of certifications held and systems with which they have experience.
- 4.1.10 The contractor shall login and logout with the Project Manager before starting and finishing a repair or installation project.
- 5.0 Specific Installation Details:**
- 5.1 Contractor must comply with all current cross connection and back flow requirements if job required a new back flow prevention device. It is the contractor's responsibility to coordinate with the County for the type of back flow prevent or required on the specific job and to obtain permits if this is to be a new installation.
- 5.2 Any installation of new PVC piping other than that for repair of an existing pipe must be installed with the following depth requirements by its specific purpose.
- a. Main pressurized Pipe – 18" depth of cover
 - b. Lateral or Zone Pipe – 12" depth of cover
 - c. Conduits used for Electrical – 12" depth of cover
- 5.3 Installation of under pavement sleeves for irrigation pipes or wires must be a minimum of 12" below lowest point of aggregate used for asphaltic base or 12" below bottom of concrete used for walks or drives. Diameter of sleeve shall be a minimum size that twice the diameter of pipe to be sleeved. Sleeve shall be double in sized if two pipes are used. Sleeves may be used to conduit electrical control wires as well. Minimum sleeve sized for wired only 2".
- Example: 1 ½ PVC = 3" sleeve
 2" PVC = 4" sleeve
 2 ea 1 ½ PVC = 6" sleeve
- 5.4 Installation of underground direct burial wire if installed in trench containing PVC pipe will be placed under the PVC pipe.
- 5.5 Backfilling of trenches containing pipe wires shall be re-compacted with a vibratory packer machine to minimize future sagging of ditch and to prevent liabilities from unseen depressed areas. Backfill material shall be free of sharp objects or rocks to prevent damage to pipe or wires during re-compaction.
- 5.6 Backfill material surrounding sprinkler heads shall be permeable sand or light pea gravel to discourage puddling around sprinkler head. Sprinkler head shall be installed to the proper grade and shall be hand compacted only.
- 5.7 Valve box will not be supported by bricks and set at grade before backfilling. Valve box must not rest on piping entering or exiting the device contained within the valve box. Valve box will be sized by the component they enclose. The valve boxes shall be installed at points where multiple wire splices are made.

- 5.8 Wire splices at electric valves will be made only with the County approved devices. Any point that has a splice that may be accessed through a valve box must have a minimum of 10” of coiled wire 1” in diameter for slack in future repairs and surge protection.
- 5.9 All solvent weld PVC pipe connections will have an approved cleaner or primer applied before solvent welding. All solvent welds will be made within the temperature range required by the solvent cement manufacturer. Pressurization of pipe will occur within the solvent manufacturer’s recommended curing time.
- 5.10 All gasket socket PVC pipe will be installed with manufacturers approved lubricant.
- 5.11 All gasket socket PVC pipe will be thrust blocked with concrete resting against undisturbed earth. Pipe will be isolated from concrete by plastic sheet barrier. Center of thrust block will have a minimum of 48” of steel rebar driven into earth to prevent movement.
- 5.12 Shrub head shall be installed with “funny pipe”. All turf heads and quick coupling valves shall be installed with pre-manufactured triple swing joints. Pipe schedule for triple swing joints to be determined by using department prior to installation.
- 5.13 Piping entering and exiting electric valves and back flow devices must be type Schedule 80. The nipple shall extend just outside of valve box where it may be solvent welded to main or lateral pipe.
- 5.14 Valve boxes containing electric valves will have zone number clearly marked on top lid with painted stencil or vinyl number. Quick coupling valve box will be marked “QCV”. Gate valves or shutoff will be marked “GV”. Box with wire splices will be marked “WS”.
- 5.16 All electrical controllers will be installed with the manufacturers recommended lightning and surge protection devices and installed with the specified number of ground rods that are a minimum of 8 foot depth. Ground rods installed in soil will be marked with a specified valve box. Electrical controllers will be hard wired into dedicated circuit. Plug in type transformers will not be accepted. Chatham County will be responsible for power supply to electric controller.
- 5.17 Open ditches and trenches shall be properly barricaded when left overnight. Work site shall be left in acceptable condition at the end of each day (no debris on sidewalks, work site debris picked up).

**REQUEST FOR PROPOSAL
CHATHAM COUNTY, GEORGIA
FEE PROPOSAL FORM
RFP# 17-0061-5**

**COMMERCIAL IRRIGATION SERVICES FOR THE CHATHAM COUNTY PUBLIC WORKS AND PARK
SERVICES**

I have read and understand the requirements of this proposal, RFP No. 17-0061-5, and agree to provide the required equipment and services in accordance with this proposal, and all other attachments, exhibits, etc. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. In addition, the County reserves the right to accept any part or all of the fee schedule and to negotiate any charges contained herein unless qualified otherwise.

ITEM NUMBER	DESCRIPTION	ESTIMATED QTY	UNIT PRICE	TOTAL
1	Standard Labor Rate	500 Man Hours	\$ _____ Per Man Hour =	
2	Equipment Trencher	100 Hours	\$ _____ Per Hour =	
3	Parts	\$ 10,000	Percentage Discount from Manufacturer's List Price less % _____ =	

FIRM NAME: _____
 PROPOSER: _____
 SIGNATURE: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 TELEPHONE: _____
 FAX NUMBER: _____
 E-MAIL: _____

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: _____

CITY/COUNTY/STATE: _____

MINORITY BUSINESS ENTERPRISE? _____ /YES _____ /NO

MINORITY CLASSIFICATION: _____

ATTACHMENT A

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

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

COMMERCIAL IRRIGATION SERVICES FOR THE CHATHAM COUNTY PUBLIC WORKS AND PARK SERVICES

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 **COMMERCIAL IRRIGATION SERVICES FOR THE CHATHAM COUNTY PUBLIC WORKS AND PARK SERVICES** 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 an 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 _____ 2013

by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State:

ATTACHMENT D

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 (name of public employer) 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).

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: _____

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

* _____
Alien Registration number for non-citizens.

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 Participation Report**

Name of Bidder: _____

Name of Project: _____ Bid No: _____

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

MBE Total _____% WBE Total _____% M/WBE Combined _____%

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

Signature _____ Print _____

Phone () _____ Fax () _____

ATTACHMENT 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 _____, 2013

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

LEGAL NOTICE

CC NO. 166886

Chatham County, Georgia seeking proposal from responsive and qualified firms that will provide services associated with “**COMMERCIAL IRRIGATION SERVICES FOR THE CHATHAM COUNTY PUBLIC WORKS AND PARK SERVICES**”

Proposals are due by **5:00 P.M., August 1, 2017** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

Specifications can be downloaded from the County’s website at <http://purchasing.chathamcounty.org> and are available in Chatham County Purchasing Office, at the address listed above. For additional information concerning specifications, please contact Jean Bradanick, at (912) 790-1619. 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 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”.

MARGARET H. JOYNER, PURCHASING DIRECTOR
CHATHAM COUNTY, GEORGIA

Savannah News- INSERT: