

INVITATION TO BID

BID NO. 18-0011-7

**ANNUAL CONTRACT TO PROVIDE UNIFORM RENTAL AND UNIFORM LEASE
SERVICES TO VARIOUS CHATHAM COUNTY DEPARTMENTS**

PRE-BID CONFERENCE: 10:00 A.M., FEBRUARY 13, 2018

BID OPENING: 2:00 P.M., MARCH 6, 2018

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER TABITHA ODELL

COMMISSIONER JAMES J. HOLMES

COMMISSIONER JAMES "JAY" JONES

COMMISSIONER BOBBY LOCKETT

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK K. 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 Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.**

GENERAL INFORMATION AND INSTRUCTIONS TO BID WITH ATTACHMENTS

SURETY REQUIREMENTS (a Bid Bond of 5% with this ITB)

PROPOSAL

PLANS/DRAWINGS

BID SCHEDULE

PERFORMANCE BOND – Required at the time of contract and with each renewal.

PAYMENT BOND – Required at the time of contract and with each renewal.

CONTRACT

LEGAL NOTICE

ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; F. M/WBE COMPLIANCE REPORT; G. SAVE AFFIDAVIT.

DOCUMENTATION OF ABILITY TO PERFORM BID REQUIREMENTS. THIS MAY BE REQUIRED OF BIDDERS AFTER SUBMISSION OF BIDS.

COUNTY TAX CERTIFICATE REQUIREMENT - Contractor must supply a copy of their Tax Certificate from their location in the State of Georgia, as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER

CITY _____

COUNTY _____

OTHER _____

The Chatham County Board of Commissioners has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with at least 51% ownership by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/woman owners. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic _____

Native American or Alaskan Indian _____ Woman _____

In the award of Competitive Sealed Proposals, minority/woman participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBER(S) _____

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: _____
DATE

SIGNATURE

TITLE: _____

COMPANY: _____

CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING DIRECTOR
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1623

Date: February 1, 2018

BID NO. 18-0011-7

GENERAL INFORMATION FOR INVITATION FOR BID

This is an invitation to submit a bid to supply Chatham County with construction, equipment, supplies and/or services as indicated herein. Sealed bids will be received at the Office of the Purchasing Director, at **The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 up to 2:00 P.M., March 6, 2018** at which time they will be opened and publicly read. **The County reserves the right to reject all bids that are non-responsive or not responsible.**

Instructions for preparation and submission of a bid are contained in this Invitation For Bid package. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink.

A **Pre-bid Conference** has been scheduled to be conducted **at the Chatham County Purchasing and Contracting Department, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, on February 13, 10:00 A.M.**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. **You are encouraged to attend.**

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "disadvantaged business," "minority business enterprise," and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance.

This project IS NOT a Special Purpose Local Option Sales Tax (SPLOST) Project. See paragraph 2.22 for M/WBE participation goals.

**SECTION I
INSTRUCTIONS TO BIDDERS**

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a bid to supply Chatham County with equipment, supplies, and/or services as described herein. All bids are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 **How to Prepare Bids: All bids shall be:**

- a. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- b. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the bid. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

1.3 **How to Submit Bids:** All bids shall be:

- a. **An original and duplicate copy must be submitted in a sealed opaque envelope, plainly marked with the bid number and title, date and time of bid opening, and company name.**
- b. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before the time and date specified above.

**Chatham County Purchasing and Contracting
Purchasing Director
1117 Eisenhower Drive
Suite C
Savannah, Georgia 31406.**

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

1.4 **How to Submit an Objection:** Objections from bidders to this invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:

- a. When a pre-bid conference is scheduled, bidders shall either present their oral objections at that time or submit their written objections at least two (2) days prior to the scheduled pre-bid conference.
 - b. When a pre-bid conference is not scheduled, the bidder shall submit any objections he may have in writing not less than five (5) days prior to the opening of the bid.
 - c. The objections contemplated may pertain to form and/or substance of the invitation to bid documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this invitation to bid.
- 1.5 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.
- 1.6 **Standards for Acceptance of Bid for Contract Award:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.7 **Bid Tabulation:** Tabulations for all bids will be posted for thirty (30) days after the bid opening in the Office of Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 or can be reviewed on the Purchasing web site 24/48 hours after opening at <http://purchasing.chathamcounty.org>.
- 1.8 **Bidder:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 **Responsible / Responsive Bidder:** *Responsible Bidder* means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. *Responsive Bidder* means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.
- 1.10 **Compliance with Laws:** The bidder and/or contractor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with

any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.

- 1.11 **Contractor:** Contractor or subcontractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.12 **Local Preference:** The local preference policy as amended January 2016 under the new Purchasing Ordinance. This Ordinance does not apply to construction contracts. However, contractors are encouraged to apply the same method when awarding bids to local and local M/WBE businesses whenever possible in order to promote growth in Chatham County's economy. **NOTE: Local Preference does not apply to Public Works Construction contracts.**
- 1.13 **Debarred Firms and Pending Litigation:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to the Board contract.

- 1.14 **Performance Evaluation:** On 11 April 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Director.

- 1.15 **Payment of Taxes:** 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 8 April 1994.

- 1.16 **State Licensing Board for General Contractors:** Pursuant to Georgia law, the following types of contractors must obtain a license from the State Licensing Board of Residential and General Contractors by 1 July 2008 :

***Residential - Basic Contractor** (Contractor work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height).

***Residential - Light Commercial Contractor** (Contractor work or activity related to multifamily and multiuse light commercial buildings and structures).

***General Contractor** (Contractor work or activity that is unlimited in scope regarding any residential or commercial projects).

- 1.17 **Immigration:** On 1 July 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. 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.

Systematic Alien Verification for Entitlements (SAVE) Program: O.C.G.A. 50-36-1, required Georgia counties 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 successful bidder will be 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 but is only required of the successful bidder.

Protection of Resident Workers: Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (IN) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the IN, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

- 1.18 **Surcharge:** Unless otherwise stated in this bid, all prices quoted by the contractor/vendor must be F.O.B. Chatham County, Savannah, GA. with all delivery handling, surcharges, and other charges included in the bid price. Failure to do so may cause rejection of the bid. The County will not pay additional surcharges.

SECTION II GENERAL TERMS, CONDITIONS AND EXCEPTIONS

- 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 County. Whenever herein mentioned is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, ASTM regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- 2.2 **Multiple Bids:** No vendor will be allowed to submit more than one (1) 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 the bid opening date.
- 2.3 Not Used.
- 2.4 **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 bid opening date, unless otherwise stated in the bid.
- 2.5 **Completeness:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.6 **Quality:** All materials, or supplies used for the construction necessary to comply with this proposal shall be of the best quality, and of the highest standard of workmanship. Workmanship employed in any construction, repair, or installation required by this proposal shall be of the highest quality and meet recognized standards within the respective trades, crafts and of the skills employed.
- 2.7 **Guarantee:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period, any defects occur which are due to faulty material and or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacements or adjustments shall be made only at such time as will be designated by the County as being least detrimental to the operation of County business.
- 2.8 **Liability Provisions:** Where bidders are required to enter or go onto Chatham County

property to take measurements or gather other information in order to prepare the bid or proposal as requested by the County, the bidder shall be liable for any injury, damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to prepare the bid and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful bidder in order to be awarded a contract with Chatham County.

- 2.9 **Cancellation of Contract:** The contract may be canceled or suspended by Chatham County in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and the defaulting Contractor (or his surety) shall be liable to Chatham County for costs to the County in excess of the defaulted contract prices. See the contract documents for complete requirements.
- 2.10 **Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify Chatham County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of this Contract or out of the use or disposal for the account of the County of supplies furnished or construction work performed hereunder.
- 2.11 **Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose or restricting competition.
- 2.12 **Award of Contract:** The contract, if awarded, will be awarded to that responsible bidder whose bid/proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which bid or proposal that serves as the best value to Chatham County.
- 2.13 **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 – Part 9 – Vendor Disputes, shall govern the review and resolution of all protests.

- 2.14 **Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, certifications, all requirements for licensing, insurance, and registrations, or other documentation required by the Design Professional engaged to develop Scope of Work, specifications and plans. These documents will be listed in the Special Conditions further on in this solicitation. Chatham County has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service or provide the product requested.

Chatham County has the right to disqualify the bid or proposal of any bidder or proposer as being unresponsive or irresponsible whenever such bidder/proposer cannot document the ability to deliver the requested product.

- 2.15 **Chatham County Tax Certificate Requirement:** A current Chatham County Tax Certificate is required unless otherwise specified. Please contact the Building Safety and Regulatory Services at (912) 201-4300 for additional information.

NOTE: 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 8 April 1994.

- 2.16 **Insurance Provisions, General:** The selected contractor shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid.
It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. Failure to do so may be cause for termination of contract.

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

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

Companies affording coverage (there may be several).

Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).

A Summary of all current insurance for the insured (includes effective dates of coverage).

A brief description of the operations to be performed, the specific job to be performed, or contract number.

Certificate Holder (This is to always include Chatham County).

Chatham County as an Additional Insured: Chatham County invokes the defense of sovereign immunity. In order not to jeopardize the use of this defense, the County **is not** to be included as an Additional Insured on insurance contracts.

2.16.2 **Minimum Limits of Insurance** to be maintained for the duration of the contract:

- a. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- b. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident., disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- c. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an Any Auto basis.

2.16.3 Special Requirements:

- a. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- b. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- c. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.

- d. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- e. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance is updated for the entire term of the Contract.
- f. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- g. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- h. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.16.4 **Additional Coverage for Specific Procurement Projects:**

- a. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

<u>Minimum Limits:</u>	\$1 million per claim/occurrence
<u>Coverage Requirement:</u>	If claims-made, retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional <u>must state</u> if tail coverage has been purchased and the duration of the coverage.

- b. **Builder's Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.

Minimum Limits: All-Risk coverage equal 100% of contract value
Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

- 2.17 **Compliance with Specification - 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 the bidders proposal or bid and by reference are made a part hereof.
- 2.18 **Signed Bid Considered Offer:** The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Director or his designee. In case of a default on the part of the bidder after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.19 **Notice to Proceed:** The successful bidder or proposer shall not commence work under this Invitation to Bid until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Director or his designee. If the successful bidder does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.20 **Payment to Contractors:** Instructions for invoicing the County for products delivered to the County are specified in the contract document.
- a. Questions regarding payment may be directed to the Finance Department at (912) 652-7900 or the County's Project Manager as specified in the contract documents.
 - b. Contractors will be paid the agreed upon compensation upon satisfactory delivery of the products or completion of the work as more fully described in the contract document.
 - c. Upon completion of the work or delivery of the products, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
 - 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.
- 2.21 **Not Used**

- 2.22 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for minority/woman, small and disadvantaged business participation in construction, professional services, and general procurement.
- a. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise “Good Faith Effort in obtaining the goal established for M/WBE participation.
 - b. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and women owned businesses, through M/WBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the County Contracts Administrator, a report on Minority/Women Business Enterprise participation.

Goals established for this project is 12% MBE/ 5% WBE.

- c. A Minority/Women Business Enterprise (M/WBE) is a business concern that is at least 51% owned by one or more minority/women individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners.
- 2.23 Bidders or proposers are required to make a **Good Faith Effort**, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified M/WBE’s. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. **Forms** requiring the signatures of bidders or proposers are enclosed as **Attachments** and must be completed and returned with your bid response. If forms are not completed and submitted, the bid may be considered nonresponsive.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract. The County particularly urges general contractors to give emphasis to subcontracting with local area firms.

For information on the program or M/WBE contractors/vendors please contact Connell C. Heyward, Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 310, Savannah, Georgia 31401, (912) 652-7926 phone, (912) 652-7849 fax.

- 2.24 **GEORGIA OPEN RECORDS ACT** - The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law.

Responses to RFP's shall be held confidential from all parties other than the County until after the contract is awarded by the Board of Commissioners.

The vendor and their bid price in response to the ITB will be read aloud at public bid openings. After Bid Tabulations, the ITB shall be available for public viewing.

Chatham County shall not be held accountable if material from responses is obtained without the written consent of the vendor by parties other than the County, at any time during the solicitation evaluation process.

- 2.25 **GEORGIA TRADE SECRET ACT of 1990** - In the event a Bidder/Proposer submits trade secret information to the County, the information must be clearly labeled as a Trade Secret. The County will maintain the confidentiality of such trade secrets to the extent provided by law.

- 2.26 **CONTRACTOR RECORDS** -The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed for up to three (3) years following completion. Again, this is contract specific to the County contracts only.

- 2.27 **EXCEPTIONS**-All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Georgia Open Records Act except as provided below:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
- b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to rebid the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offer or, upon request, shall be afforded the opportunity to inspect proposal records

within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

- c. Trade secrets or proprietary information submitted by a bidder, offer or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Georgia Open Records Act; however, the bidder, offer or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- d. Nothing contained in this section shall be construed to require the County, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the County.

2.28 Not Used

SECTION III ADDITIONAL CONDITIONS

3.1 **METHOD OF COMPENSATION.** The compensation provided for herein shall include all claims by the CONTRACTOR for all costs incurred by the CONTRACTOR in the conduct of the Project as authorized by the approved Project Compensation Schedule and this amount shall be paid to the CONTRACTOR after receipt of the invoice and approval of the amount by the COUNTY. The COUNTY shall make payments to the CONTRACTOR within thirty (30) days from the date of receipt of the CONTRACTOR's acceptable statement on forms prepared by the CONTRACTOR and approved by the COUNTY.

3.2 **SURETY REQUIREMENTS and Bonds: (check where 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. Contractor(s) shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet**

specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.

- C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.
- D. Bidder acknowledges Chatham County's right to require a Performance and Payment Bond of a specific kind and origin. Performance Bond means a bond with good and sufficient surety or sprites for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done. Payment Bond means a bond with good and sufficient surety or sureties payable to the governmental entity for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the public works construction contract.
- E. Forfeit the amount of the Bid Bond if he/she fails to enter into a contract with Chatham County to do and/or furnish everything necessary to provide service and/or accomplish the work stated and/or specified in this bid proposal for the bid amount.

3.3 AUDITS AND INSPECTIONS:

At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

3.4 WARRANTY REQUIREMENTS:

- a. Provisions of item 2.7 apply.
- b. Warranty required.
 - 1. Standard warranty shall be offered with bid.
 - 2. Extended warranty shall be offered with bid. The cost of the extended

warranty will be listed separately on the bid sheet.

3.5 **TERMS OF CONTRACT:** (check where applicable):

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

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

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

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

This _____ day of _____ 20 ____.

BY _____

SIGNATURE

TITLE

COMPANY

Phone / Fax No.

CHATHAM COUNTY, GEORGIA
SURETY REQUIREMENTS

A Bid Bond for five percent (5%) of the amount of the bid **is not** required to be submitted with each bid.

A Performance Bond for one hundred percent (100%) of the bid **shall not** be required of the successful bidder.

The Bidder certifies that he/she has examined all documents contained in this bid package, and is familiar with all aspects of the proposal and understands fully all that is required of the successful bidder. The Bidder further certifies that his/her bid shall not be withdrawn for thirty (30) days from the date on which his bid is publicly opened and read.

The Bidder agrees, if awarded this bid, he/she will:

- A. Furnish, upon receipt of an authorized Chatham County Purchase Order, all items indicated thereon as specified in this bid proposal for the bid amount, or;
- B. Enter a contract with Chatham County to do and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this bid proposal for the bid amount, and;
- C. Furnish, if required, a Performance Bond, and acknowledges Chatham County's right to require a Performance Bond of a specific kind and origin, and;
- D. Forfeit the amount of the Bid Bond if he/she fails to enter a contract with Chatham County as stated in (B) above, within fifteen (15) days of the date on which he/she is awarded the bid, and/or;
- E. Forfeit the amount of the Performance Bond if he/she fails to execute and fulfill the terms of the contract entered. The amount of forfeiture shall be:
 - 1. The difference between his/her bid and the next lowest, responsible bid that has not expired or been withdrawn, or;
 - 2. The difference between his/her bid and the amount of the lowest, responsible bid received as a result of rebidding, including all costs related to rebidding.

COMPANY

DATE

SIGNATURE

TITLE

TELEPHONE NUMBER

SECTION IV

ANNUAL CONTRACT FOR UNIFORM RENTAL SERVICE AND UNIFORM LEASE SERVICE FOR VARIOUS CHATHAM COUNTY DEPARTMENTS

SCOPE OF WORK:

BID NO. 18-0011-7

SPECIFICATIONS

GENERAL INFORMATION:

The purpose of this proposal is to establish specifications and solicit bids for an annual contract for uniform rental service for use by Fleet Operations, and uniform leasing service for use by Facilities Maintenance and Operations, Public Works, and Parks and Recreation. Uniform rental service to include laundry service and uniform lease service will not include laundry service. Detailed specifications are as follows:

4.1 GENERAL SPECIFICATIONS:

- 4.1.1 The garments to be furnished by the Contractor includes, but are not limited to: shirts (long and short sleeve, standard work and standard executive wear, polos), trousers (standard work and standard executive), jackets and smocks, in accordance with item specifications (as listed in section 4.10). Chatham County will not accept male-cut clothing for female employees unless requested by female employee. Public Works, Parks and Recreation, and Facilities Maintenance and Operations will have uniform lease without laundry service. Fleet Operations is the only department that requires laundry service to be included with uniform rental.

All garments will be standard colors, with department requirements as follows:

Public Works/Bridges/Solid Waste – Light blue shirt/dark navy tactical cargo pant, jacket, field staff only, below Supervisors.

Parks and Recreation – Green checked oxford shirt, khaki tactical cargo pant, jacket

Fleet Operations- Lt. blue shirt/, dark blue trouser, dark blue short (optional for summer months) dark blue jackets.

Fleet Operations Supervisors-“ pleated “knit” trousers (standard colors), jackets (standard colors).

Facilities Maintenance and Operations- Maint. Staff - royal blue polo shirt, gray tactical cargo pant, royal blue jacket. Custodial Staff – deep red polo, gray trouser, red jacket, black smock. Supervisor – light gray polo, black tactical cargo pant, black jacket.

- 4.1.2 Contractor will be responsible for the delivery and pick-up of all items. Clothing pick-up and deliveries shall be made a minimum of once weekly to any department that is receiving laundry service at the addresses and to the attention of the department representatives as shown in section 4.5.1. All clothing shall be on hangers and placed on racks in a convenient location at all sites. One (1) garment per hanger. **Uniforms worn or otherwise unsuitable for service shall be replaced as a routine matter with new ones. The County will refuse payment for uniforms which are not neat or otherwise unsatisfactory to be worn in public.** Covered under uniform rental with laundry service, the Contractor will replace, at no additional cost, any uniform item that does not fit due to shrinkage or damage during routine washing and maintenance.
- 4.1.3 Whether under the rental or lease service, uniforms replaced due to employee size decrease or increase shall be considered part of “routine replacement” if such replacement occurs after the first 18 months of the new contract. The 18 months shall be determined by the delivery date of the initial uniform items at the commencement of the contract to each employee.
- 4.1.4 Every 18 months uniforms will be considered for routine replacement. Vendor is responsible for routine replacement due to normal wear and tear and life cycle of the garment.
- 4.1.5 The check-in/check-out process established by the Contractor shall be performed during each delivery with a copy given to and verified by the department representative. Any shortages occurring shall be immediately noted and credited to the employee. Contractor is required to return one (1) clean garment for every soiled garment picked up each week.
- 4.1.6 For rental service, the inventory per employee, per week, will be the number of daily changes plus one (1). Initial uniform issuance will consist of 11 shirts and 11 pants per employee. Each employee will select long or short sleeve length during fitting. Each employee will also be issued two (2) jackets. Contractor will be required to furnish and sew on various department emblems, individual name emblem, and/or lettering on the back of garments. Total cost for uniform shirts, trousers, jackets, all emblems or embroidery, and service costs shall be included in total bid price. All billing will be based on a flat fee per week per employee.
- 4.1.7 For the three (3) departments that will be provided uniform lease service each employee is to be issued one (1) work week of uniform sets with no spare uniform

sets. This initial uniform issuance will consist of 7 shirts and 7 pants per employee. Each employee will select long or short sleeve length during fitting. Each employee will also be issued two (2) jackets. Two smocks per employee for custodial staff members. Contractor will be required to furnish and sew on various department emblems, individual name emblem, and/or lettering on the back of garments. Total cost for uniform shirts, pants, jackets, all emblems, and service costs shall be include in total bid price. All billing will be based on a flat fee per month per employee.

- 4.1.8 Contractor will be required to respond to all complaints within 24 hours and shall resolve complaints within five (5) days for problems such as incorrect sizing, mildew, over-starching, etc.

4.2 GARMENT QUALITY, CLEANING AND MAINTENANCE REQUIREMENTS:

- 4.2.1 Contractor shall furnish new and unworn high quality garments at the time of initial issue and for all replacements. Garments shall be cleaned and pressed in accordance with the best practices of the trade and in compliance with the Georgia State Commercial and Industrial Laundry Codes.
- 4.2.2 All uniform rental garments shall be laundered using detergents or cleaners which leave the garment clean, and stain and odor free. Garments which retain offensive or residual odor after laundering will be replaced free of charge by the successful contractor.
- 4.2.3 All uniform rental garments shall be neatly pressed or steamed with creases and delivered on hangers, one set per hanger. All pressing and steaming of garments shall be in accordance with acceptable industry standards. Please Note: All work uniforms are steamed. Only executive uniforms require pressing.
- 4.2.4 Contractor will have adequate quality control to insure all broken buttons, broken zippers, and torn or stained uniforms are repaired or replaced before delivery to the individual. Quality is of the utmost importance.
- 4.2.5 Contractor shall furnish for standard work and executive uniforms, all new and unworn Grade "A" garments at time of initial issue and for all replacement items after the initial 18 months of the contract.

4.3 INSPECTION:

- 4.3.1 Chatham County reserves the right to visit any or all bidder's plants before award of contract.

4.5 MEASURING OF INDIVIDUALS:

- 4.5.1 Contractor will be responsible for individual measurement and resultant fit of the uniforms. The contractor shall not use an employee's civilian (off duty) clothing size as a means from sizing work uniform pieces. Contractor will require employees to try on garments in conjunction to measuring employees as a means of determining correct garment size to be ordered. Contractor shall contact department representative(s) to establish a date and time for the measurements to be taken. Department representatives are as follows:

Chatham County Public Works/Bridges/Solid Waste
Mr. Robert Drewry, Director
7226 Varnedoe Drive
Savannah, Georgia 31406
(912) 652-6840

Chatham County Fleet Operations
Mr. Calvin Turner, Fleet Manager
3916 Old Louisville Road
Garden City, Georgia 31408
(912) 652-6878

Chatham County Parks and Recreation
Mr. Stephen Proper, Director
7226 Varnedoe Drive
Savannah, Georgia 31406
(912) 652-6785

Chatham County Facilities Maintenance & Operations
Mr. Anthony Stephens, Interim Superintendent
102 MLK Boulevard, Suite 131
Savannah, Georgia
(912) 652-7211

4.6 ALTERATIONS:

- 4.6 All alterations required under this contract will be performed at no additional cost to Chatham County.

4.7 INITIAL ISSUE:

- 4.7.1 The initial issue shall be all new, clean uniforms, *washed but unworn (applies to laundered service)*, and shall be made available to all employees on the effective date of the contract. The Contractor shall provide all uniforms to all employees within 14 days, unless otherwise authorized by the Department. Employee

requirements as of this date is as follows:

Public Works/Bridges/Solid Waste- 92 (77 men, 15 women) – Sizes range from Med. To 6X – there are apx. (10) between 2X-4X and (4) between 5X-6X
Parks & Recreation- 42 Employees (3 women, 39 men) – Sizes range from Med. To 5X – there are (11)-2X, (2) 4X, (2) 5X
Facilities Maintenance and Operations - 20 Employees (3 women staff, 17 men staff and supervisors, 2 women staff Custodial and 2 men staff Custodial – Sizes range from Lg. to 5X – there are (2)-3X, (3)-4X, (2)-5X
Fleet Operations- 11 Employees (11 men) – Sizes range from Lg. to 4X – there are (4) 2X, (1) 3X, (1) 4X

- 4.7.2 Should the incumbent contract holder be awarded the new contract they will be responsible for initial issue as stated in section 4.7.1. The current vendor will be responsible for collection and reconciliation of the “old” uniform issue within 90 days of the commencement of the new contract.
- 4.7.3 Quantities as listed above for each department are not guaranteed and Chatham County reserves the right to increase or decrease quantities stated as it deems necessary by personnel fluctuations.
- 4.7.4 All employees shall receive the initial issue via one delivery, unless specifically agreed to by each Department representative.
- 4.7.5 The Contractor shall meet with each Department’s representative or their designees to establish the time line for delivery of the new initial issue. The Contractor shall at that meeting, provide information regarding the lead time required particularly for special manufacturing time requirements for employee’s uniforms that exceed the “standard sizes” as noted in the “Uniform specification” section of this bid. The delivery of the entire initial for all Departments and/or Sections within a Department shall be done at one time. The only exception permitted will be in the case where the Contractor has informed the Department Representative in writing of specific manufacturing or delivery problems involving one (1) or less of the entire Department and/or Section’s initial issue. The Contractor shall also provide in writing a specific delivery date for any outstanding initial issue uniform items. In no case shall the delivery of any outstanding initial issue be in excess of 60 days from the date of inception of the contract.

4.8 STOCK REQUIREMENTS:

- 4.8.1 Contractor is required to make all minor repairs such as zipper or button replacement and mending of tears and holes, hems to issued uniforms. Contractor will be required to replace all damaged garments, unsatisfactory garments,

excessively worn garments and garments that do not fit.

4.9 UNIFORM MARKING REQUIREMENTS:

4.9.1 Each uniform item must be clearly, but inconspicuously marked or labeled, to permit identification by the employees.

4.10 UNIFORM SPECIFICATIONS:

4.10.1 WORK TROUSERS/CARGO PANTS/WORK SHORTS - (QUANTITY 11 PER EMPLOYEE WITH RENTAL SERVICE; 7 PER EMPLOYEE WITH LEASE SERVICE)

Public Works/Bridges/Solid Waste, Parks and Recreation, Facilities Maintenance and Operations Staff and Supervisors

Brand – 5.11 Brand Tactical Pant Style # 5GG-2127 (or approved equal)

Fabric - 8.5 oz. 100% cotton canvas

Colors - Dark Navy, Khaki, Black, Gray

Fleet Operations and Facilities Maintenance and Operations Custodial Staff

Fabric- 65% Dacron polyester/35% combed cotton twill, permanent press with soil release finish. Minimum 8.0 ounces per square yard.

Style- Plain front, zipper fly, quarter top front pockets, welt face back pockets.

Standard Sizes- 28 through 54 waist lengths and inseam lengths up to 36". Label with sizes shown in inches.

Pockets- Two quarter top front pockets reinforced with an additional ply of material across bottom. Two concealed stitch welt back pockets with button closure on the left. Material is 65% polyester/35% cotton, 2.30 weight. All pocket openings are bar tacked at each end.

Waistband- Two piece, finished 1-1/2" with lining and 3/4" Ban Rol. Curtain is 65% polyester/35% cotton, 2.60 weight, finishes 1-5/8", and contains a shirt retaining ribbon. All executive/supervisor trousers are to have a hook and eye closure. All work trousers are to have button closures.

Belt Loops- Waist sizes 27 through 37 have seven belt loops with additional loops added for size 38 and above. Loops are of double thickness, lined, finished 5/8" wide and will accommodate a 1-1/2" belt. Each loop is bar tacked through shell fabric and lining for sturdy reinforcement.

Zipper- Industrial weight brass type with heavy duty slider and metal stops on permanent press tape.

Sewing- Colorfast polyester thread is used in all operations. Side seams and inseam are chain stitched to reduce the possibility of seam breaks. Side seams, inseam, and seat seam are taped. Seat seam is double needle chain stitched with heavy duty thread. Trousers have allowance for waist alterations. All points of stress are bar tacked.

Cutting- Trousers parts are marked and precision cut utilizing the latest technology

available through Micro dynamics and Gerber computerized equipment.

Finishing- Side seams and inseam are pressed open in the manufacturing process.

Assembled trousers are steam pressed and oven cured.

Label- All trousers have a permanently attached label showing size in inches and centimeters, and brand identification. A separate label shall be attached with lot number, fiber content, and care instructions.

Color- Navy Blue, Dark Gray.

4.10.2 EXECUTIVE TROUSERS- (QUANTITY 11 PER SUPERVISOR) (**Fleet Operations**)

Fabric- 7.5 oz. Per square yard brushed twill. 65% polyester/35% cotton blend.

Post-cure durable press finish.

Closure- Brass zipper, hook and eye.

Waistband- Lined executive style. Waistband trim is 50% polyester/50% cotton.

Pockets- Two slack style front pockets and two set-in single welted hip pockets.

Left hip pocket has a button closure. Pocket material is 50% polyester/50% cotton.

Style- Double pleated executive style trouser.

Seams- Over edged and pressed open seams.

4.10.3 LONG SLEEVE WORK SHIRTS- (QUANTITY DETERMINED BY EACH EMPLOYEE - NOT TO EXCEED 11 WITH A COMBINATION OF LONG AND SHORT SLEEVE PER EMPLOYEE WITH RENTAL SERVICE; NOT TO EXCEED 7 WITH A COMBINATION OF LONG AND SHORT SLEEVE PER EMPLOYEE WITH LEASE SERVICE) - **SHIRTS MUST BE ABLE TO BE TUCKED**

Fabric- 65% Dacron polyester/35% combed cotton poplin, permanent press with soil release finish. 4.0 to 4.25 ounces per square yard. Thread count 106 X 52.

Style- Long Sleeve shirt with sport color, two pockets and round style hem.

Sizes- Small through 4X-Large. Sleeve lengths: short regular and long.

Front- 1-1/8" hemmed left front, 7/8" hemmed right front. Six four hole melamine buttons with snap at collar. Buttonholes are chain stitched. One pocket each front.

Back- Plain back with two pieced yoke, bottom hemmed 3/16".

Collar- Sport style collar, fully lined with 3.75 H Press, 2-3/4" X 1/2" collar stays.

Sleeves- Long sleeves with square cuffs lined with 4.25 weight permanent press 100% cotton, one button closure. Cuff width 2-1/2", top stitched 1/4". Sleeves have a continuous sleeve facing for the vent.

Pockets- One each front, turn back hem and one bar tack at each upper corner and one on left pocket for pencil partition. One button and buttonhole each pocket.

Thread- Colorfast polyester used in all operations.

Cutting- Shirt parts are marked and precision cut utilizing the latest technology

available through Micro dynamics and Gerber computerized equipment.

Finishing- Finished shirts are steam pressed. Care instructions on garment label.

Label- All shirts have a label permanently attached showing size, lot number, fiber content and brand identification. Care instructions are stamped inside the right front of shirt.

Color- Light Blue, Green-checked

4.10.4 **SHORT SLEEVE WORK SHIRTS- (QUANTITY DETERMINED BY EACH EMPLOYEE -- NOT TO EXCEED 11 WITH A COMBINATION OF LONG AND SHORT SLEEVE PER EMPLOYEE WITH RENTAL SERVICE; NOT TO EXCEED 7 WITH A COMBINATION OF LONG AND HORT SLEEVE PER EMPLOYEE WITH LEASE SERVICE) - SHIRTS MUST BE ABLE TO BE TUCKED**

Fabric- 65% Dacron polyester/35% combed cotton poplin, permanent press with soil release finish. 4.0 to 4.25 ounces per square yard. Thread count 106 X 52.

Style- Half sleeve shirt with sport collar, two piece yoke, two pockets and round hem style hem.

Sizes- Small, medium, large, x-large, and 2x-large.

Front- 1-1/8" hemmed left front, 7/8" hemmed right front. Six four hole melamine buttons with snap at collar. Buttonholes are chain stitched. One pocket each front.

Back- Plain back with two piece yoke, bottom hemmed 3/16".

Collar- Sport style collar, fully lined with 3.75 H Press, 2-3/4" X 1/2" collar stays.

Sleeves- Half sleeves measure 9 1/2" from shoulder seam with 1" hem and bar tack reinforcement at sleeve seam.

Pockets- One each front, turn back hem and one triangle tack at each upper corner.

Thread- Colorfast polyester used in all operations.

Cutting- Shirt parts are marked and precision cut utilizing the latest technology available through Micro dynamics and Gerber computerized equipment.

Finishing- Finished shirts are steam pressed. Care instructions on garment label.

Label- All shirts have a label permanently attached showing size, lot number, fiber content and brand identification. Care instructions are stamped inside the right front of shirt.

Color- Light Blue, Green-checked

4.10.5 **SHORT SLEEVE HIGH PERFORMANCE POLO SHIRT (Applies to Facilities Maintenance and Operations – QUANTITY 7 PER EMPLOYEE – Embroidered with name, department , County Seal)**

Fabric – 100% polyester, lightweight, moisture-wicking, anti-snap and pull, sweat and stain resistant

Pocket - No Pockets

Buttons – Three-button

Sleeves - Unbanded

Colors – Royal Blue, Deep Red, Light Gray

4.10.6 JACKETS- (QUANTITY 2 PER EMPLOYEE FOR FLEET OPERATIONS AND 1 PER EMPLOYEE FOR PUBLIC WORKS AND PARKS AND RECREATION)

Fabric- 65% Dacron polyester/35% combed cotton twill, permanent press with soil release finish. Minimum 8.0 ounces per square yard.

Style- Trim-flex jacket, modern styling with two front welt-slash pockets and left breast pocket. Two panel front, bi-swing back with two piece yoke. Self fabric waistband with elastic inserts.

Sizes- 36 to 56. Sleeve lengths available in S to XL.

Front- Two panel front with welt-slash pockets and one breast pocket with welt. Pocket openings are bar tacked at each end. Pocketing material is 65% polyester/35% cotton, 2.30 weight.

Back- Bi-swing back with two piece yoke, hidden stretch knit inserts over each shoulder, taped and hemmed bottom. Self fabric waistband, 2-1/2" wide, with elastic inserts at each side.

Liner- All jackets shall have a permanently attached liner or underliner. All jackets required will be in industry standard colors only.

Sleeves- Two piece sleeves. One piece cuffs with a 2- 1/2" finished width, two buttons for adjustment, top stitched 1/4" and bar tacked.

Collar- Two piece construction with 4.25 weight 100% cotton lining, sewn in 3-1/4" x 1/2" collar stays and 1/4" top stitching.

Zippers- Industrial weight brass type with heavy duty slider and metal stops on permanent press tape. Aluminum zipper on inside facing for zip-in/zip-out thinsulate liner.

Thread- Colorfast polyester used in all operations.

Cutting- Jacket parts are to be marked and precision cut utilizing the latest technology available through Micro dynamics and Gerber computerized equipment.

Finishing- Finished jackets are to be pressed and cured.

Label- All jackets will have a label permanently attached showing size in inches and centimeters, and brand identification. A label should also be attached showing lot number, fiber content, and care instructions.

Color- Dark Blue, Dark Green

4.10.7 JACKETS- (QUANTITY 2 PER EMPLOYEE FOR FACILITIES MAINTENANCE AND OPERATIONS AND 1 PER EMPLOYEE FOR PUBLIC WORKS AND PARKS AND RECREATION)

Fabric - 100% nylon stretch shell w/polyester ripstop panels. Wind and rain resistant. Machine washable.

Liner - 100% pull resistant polyester fleece lining

Zippers – Full-zip front – zip open underarms

Pockets – Two front pockets with covered zippers. Hook and loop close inside pocket.

Cuffs – Elasticized cuffs and waist with adjustable hook and loop tabs.

Color - Black, Royal Blue, Red, Dark Blue, Dark Green

4.10.8 SMOCKS (QUANTITY 2 PER EMPLOYEE) (applies to Facilities Maintenance Custodial Staff – (1 female, 3 males)

Fabric - 5-oz. 80% polyester/20% cotton, wrinkle, fade and shrink resistant

Sleeves – $\frac{3}{4}$ length with four buttons closure

Pockets – Two (2) lower pockets

Color - Black

4.10.9 EMBLEMS- DEPARTMENT IDENTIFICATION (QUANTITY ONE PER SHIRT/JACKET)-

The department identification emblems measure 2 ½" x 4" and are to be semi-permanent. The background and letter color will vary with each department. All emblems will have embroidered edges and lettering. Emblem is to be affixed above the left pocket or upper left on all shirts. Emblem will also be affixed to the upper left area of jackets, approximately the same location as the shirts. The color and design of all emblems shall be coordinated with each Department Representative. All emblems shall be standard sized. Department emblems will have embroidered edges and embroidered or X-press text.

4.10.10 EMBLEMS- NAME (QUANTITY ONE PER SHIRT/JACKET)-

The name emblems measure 3 ½" x 1 ½" and are to be semi-permanent. The background and lettering color will vary with each department. The emblems will contain one name only, i.e. John, Jim, Johnson, Smith. Name emblem will be affixed above right on shirts. The color and design of all emblems shall be coordinated with each Department Representative. All emblems shall be standard sizes.

All lettering on emblems will be x-press or embroidered. No laundry marked or silk screened emblems will be accepted.

4.10.11 EMBROIDERY – Polos, jackets and smocks for Facilities Maintenance and Operations will be embroidered on the left chest. Embroidery will have the department, name and County Seal. The color and design of the embroidery shall be coordinated with each Department Representative

BID PRICE IS TO INCLUDE ALL AFFIXATION COST OF EMBLEM OR

EMBROIDERY.

NOTE: The contractor must also have available for employees with documented medical conditions, a 100% combined cotton twill, permanent press, with soil release finish. The Contractor will be furnished a list of all employees with documented medical conditions at the time of measurement.

4.11 CONTRACT PRICING:

- 4.11.1 Bidders shall provide pricing on the rental service and pricing on lease service. The laundry service shall be once a week delivery and pick-up by Contractor to and from the location as specified below, and shall be based on a flat quantity per week per employee billing. Lease service shall be based on a flat quantity per month per employee billing.
- 4.11.2 Contract pricing shall also include any built-in costs for replacement of worn or damaged garments, repair, cleaning/laundry (if laundry service is chosen), alterations, and delivery and pick-up of garments. No additional or add-on costs will be considered. *Chatham County will compensate for the replacement cost of any garment which is intentionally abused and/or lost. Contractor shall immediately notify Department Representative of each and every related incident. Bidder shall state the replacement cost(s) on bid sheet.*
- 4.11.3 The check-in/check-out form supplied by Contractor shall show at a minimum, the number of shirts and pants turned in by each employee, and the number of shirts and pants returned cleaned to the employee each week. Department representative(s) will coordinate the check-in/check-out process with Contractor.

4.12 SAMPLE REQUIREMENT:

- 4.12.1 Bidder shall furnish samples at time of bid of uniform garments as listed in these specifications. Samples shall be an exact item which is being bid and to be furnished by the successful bidder. Sample patches in the sizes specified must also be included and applied to the uniforms. Bidder will be required to label all samples with company name, manufacturer and bid number. All samples are to be sealed in boxes with bid number and bidders name identified on the outside of the box or boxes. Bidders will be notified when samples can be retrieved. After two (2) weeks if bidders have not picked up their samples, they will become the property of the County.

4.13 INSURANCE REQUIREMENTS:

- 4.13.1 The Contractor shall procure, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may

arise from or in connection with the performance of the work hereunder by the Contractor, his Agents, Representatives, and Employees. The cost of such insurance shall be included in the Contractor's bid. Prior to the commencement of any work the Contractor shall obtain and furnish certificates of insurance to the County indicating the minimum lines of coverage as outlined in section 2.16 of this bid package.

4.14 BILLING/INVOICES:

4.14.1 All invoices are to be mailed to and a copy to the using department:

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

4.14.2 All invoices shall identify using department, date(s) of service, employee name, items provided, and weekly unit cost per employee as per specifications stated herein.

4.14.3 Contractor shall submit separate invoices by the departments/sections listed:

Public Works
Solid Waste
Bridges
Sewer
Fleet Operations
Parks & Recreation
Facilities Maintenance & Operations

4.14.4 When a Chatham County employee is transferred to another County Department or leaves County employment, all uniform items shall be turned in to the Department representative or their designee. The Department Representative or their designee shall inform the contractor of any changes in an employee's status affecting their uniform issue. The Contractor shall within ten (10) business days after notification and turn in of all uniform items by the Department Representative or their designee on behalf of the employee, transfer the employee's uniform changes and remove the employee's name and associate charges from the invoice.

If an employee does not turn in all of their uniform items issued, the Department Representative or their designee shall turn in to the Contractor all uniform items received from the employee, and shall provide the Contractor with a complete list

of the uniform items missing. The contractor shall provide within ten (10) business days an invoice for those items.

4.15 REFERENCE REQUIREMENT:

4.15.1 Four (4) references are required of firms the bidder has supplied uniform rental to within the last 24 months, and is to be included with this solicitation.

4.15.2 References shall be provided on the form included herein and will consist of Company Name, Address, Phone Number, Contact Person, and Date(s) services were provided.

CHATHAM COUNTY, GEORGIA

BID

BID NO.18-0011-7

ANNUAL CONTRACT FOR UNIFORM RENTAL SERVICE AND UNIFORM LEASE SERVICE TO VARIOUS CHATHAM COUNTY DEPARTMENTS

Category A – Uniform Rental (Vendor cleans and returns uniforms weekly – Vendor is responsible for mending and alterations)

Department/Uniform Type:	Number Employees:	Weekly Cost: (Per Employee)	Total Weekly	Total Yearly
Fleet Operations (Work)	8			
Fleet Operations (Executive)	3			
			Annual Bid Subtotal – Category A	\$

Category B – Uniform Lease (Employee washes uniforms – Vendor is responsible for mending and alterations)

Department/Uniform Type:	Number Employees:	Monthly Cost: (Per Employee)	Total Monthly (Per Agency)	Total Yearly (Per Agency)
Public Works (Work)	69			
Solid Waste (Work)	18			
Bridges (Work)	5			
Parks & Recreation (Work)	42			
Facilities Maintenance & Operations (Work)	20			
			Annual Bid Subtotal – Category B	
			Total for Categories A +B	

** Employee Count is subject to fluctuation*

REPLACEMENT COST FOR INTENTIONALLY DAMAGED OR LOST UNIFORMS:

ITEM/DESCRIPTION:	UNIT COST:
Work Shirt	
Executive Shirt	
Polo Shirt	
Work Trousers	
Executive Trousers	
Cargo/Tactical Pant	
Jackets – (65% poly, 35% cotton)	
Jackets – (100% nylon)	
Smocks	

NAME/TITLE

COMPANY NAME

MAILING ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

EMAIL ADDRESS

ALL FIRMS REQUESTING TO DO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ONLINE AT [HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG)

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. THE UNDERSIGNED FURTHER CERTIFIES THAT:

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

_____ (CONTRACTOR) certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **ANNUAL CONTRACT TO PROVIDE UNIFORM RENTAL WITH LAUNDRY SERVICE AND WITHOUT LAUNDRY SERVICE TO VARIOUS CHATHAM COUNTY DEPARTMENTS** (PROJECT) 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, 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 Presence, that I (We), _____
Name

_____, _____
Title Name of Bidder

(herein after Company) in consideration of the privilege to bid/or propose on the following Chatham County project procurement **ANNUAL CONTRACT TO PROVIDE UNIFORM RENTAL SERVICE AND UNIFORM LEASE SERVICE TO VARIOUS CHATHAM COUNTY DEPARTMENTS** hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT C
DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

DPC Form #45

ATTACHMENT D

CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires:

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT E

**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 voluntarily 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

END OF DOCUMENT Mod. CC P & C 6/2005

ATTACHMENT F

**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 G

***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:

* Alien Registration number for non-citizens.

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

Notary Public
My Commission Expires:

REFERENCES

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE OF SERVICE:** _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE OF SERVICE:** _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE OF SERVICE:** _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE OF SERVICE:** _____

CHECKLIST FOR SUBMITTING BID

Sign below and submit this sheet with Bid

NOTE: All of the following items must be submitted with your Bid to be considered “responsive.”

1. ACKNOWLEDGMENT OF ANY/ALL **ADDENDUMS** (Page 3 of ITB).
2. **ORIGINAL SURETY BOND (5% OF BID) ALONG WITH SURETY REQUIREMENTS SHEET FILLED OUT (BID BOND IS NOT REQUIRED FOR THIS PROJECT)**
3. BID SHEET COMPLETELY FILLED OUT AND SIGNED.
4. **LIST OF SUBCONTRACTORS SHEET** FILLED OUT WITH ALL SUBCONTRACTORS AND SUPPLIERS.
5. **% TO MBE SUBCONTRACTORS/SUPPLIERS SHEET** COMPLETELY FILLED OUT SHOWING \$ AMOUNT AS WELL AS % OF PROJECT THAT IS PROJECTED TO GO TO MBE/WBE SUBCONTRACTORS/SUPPLIERS.
6. **REFERENCES:** Supply ALL the information that is requested for each Reference. NOTE: *Form for Reference Information are attached to this Bid Package.*
7. **ALL FIRMS REQUESTING TO DO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ON-LINE AT [HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG).**
8. **COMPLETE AND SUBMIT ALL ATTACHMENTS TO THE ITB (Attachments A thru G).**
9. **SUBMIT A COPY OF YOUR BUSINESS TAX CERTIFICATE.**
10. **UNIFORM SAMPLES**

NAME/TITLE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

LEGAL NOTICE

CC NO. 167044

Invitation to Bid

Sealed Bids will be received until **2:00 P.M.** on **March 6, 2018** 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: **BID NO : 18-0011-7-ANNUAL CONTRACT TO PROVIDE UNIFORM RENTAL SERVICE AND UNIFORM LEASE SERVICE TO VARIOUS CHATHAM COUNTY DEPARTMENTS.**

Pre-bid Conference has been scheduled to be conducted at the **Chatham County Purchasing and Contracting Department, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, on February 13, 2018 at 10:00 A.M.**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. **You are encouraged to attend.**

The Bid Package can be downloaded and printed from the County Purchasing and Contracting website <http://purchasing.chathamcounty.org>.

All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Robin Maurer at (912) 790-1623.

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: February 5, 2018

