



The Board of Public Education
208 Bull Street, Savannah, Georgia, 31401 912/201-5600

Ladies and Gentlemen:

The Savannah-Chatham County Public Schools take this opportunity to announce that we are requesting bids for **Flooring Services**. All bids should be delivered to the Savannah-Chatham County Public Schools Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. Bids will be accepted prior to **01/08/2013 11:00:00 AM** at which time they will be publicly opened and examined. If you are unable to submit a bid response at this time, and wish to remain on our list of potential suppliers, complete and return the Certification and Local and/or Minority/Women Business Enterprise Development Information (LMWBE) document found in this packet marked "No Bid". All bids will be evaluated as described in the attached document. Time is of the essence and any bids received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline indicated. **Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered.**

All bidders are encouraged to attend a pre-bid conference on Wednesday, 12/05/2012 at 02:00:00 PM in 208 Bull St. Room 213, Conference Room.

Enclosed is a bid packet, which outlines the items being solicited and instructions which describe the submission of the bid.

All bids must be submitted in duplicate in the enclosed special envelope. If bid materials require additional envelopes, then all mailing articles must be combined together with the special envelope on top. If you wish to receive a copy of the bid results, enclose a self-addressed stamped envelope and a bid tabulation will be returned to you.

Please include in the bid package a copy of the current business license if the prospective vendor is located within the City of Savannah of the County of Chatham.

If you have any questions concerning this bid, please submit them in writing to Ronald D. Roper at the address above or fax them to 912-201-7648. In addition, all communication relating to this bid solicitation, either before or after the bid opens, must be coordinated through the Purchasing Department. Your interest and participation in submitting a bid will be appreciated.

Sincerely,

Sabrina Scales
Purchasing Director

INVITATION TO BID #13-34

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "the Board") is soliciting sealed bids for **Flooring Services** as specified in this Invitation to Bid (ITB). The successful bidder(s) (hereinafter referred to as "the bidder") shall meet the terms and conditions set forth in this document and all attachments.

I. Standard Terms and Conditions of Bid

A. Pricing

No charge will be allowed for those federal, state or local sales and excise taxes where the Board is exempt by state and Federal law. A tax exemption certificate will be furnished by the Board to the successful bidder upon request.

The Board will factor any rebates offered for total dollar volume or quantities ordered over the performance period of this contract in the award of this bid.

NOTE: Although pricing will weigh heavily in the award of this contract, bidders will have to meet lead time, service and quality criteria to be considered a "responsible" bidder who is eligible for award. In the event the bidder wishes to provide items specified(s) above and beyond the stated requirements of this bid at "no cost" to the Board, these services should be identified and included in the bid response.

B. Shipping, Delivery, Terms of Payment & Invoicing

The Board requires orders to be shipped F.O.B. destination to the designated site. Since the successful bidder(s) will be responsible for all freight expenses, the selection of carrier shall be determined by the bidder.

Bidders shall guarantee delivery of supplies in accordance with such delivery schedule as may be provided in the specifications.

The Board's Purchasing Director reserves the right to charge the vendor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the Board's Purchasing Director and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the vendor.

Title and risk of loss to the items shall remain with the bidder until the items in a completed state have been delivered to and accepted by the Board.

The successful bidder agrees to reference the following on all shipping documents and invoices:

- 1.) Purchase Order Number
- 2.) Serial Number (as applicable)
- 3.) Part Number/Description/Nomenclature
- 4.) Quantity Ordered
- 5.) Quantity Shipped
- 6.) Site Destination

Failure to ship order in its entirety will prevent payment of your invoices. **Per Board policy, backorders will not be accepted.** Accordingly, successful bidder(s) should not invoice until one shipment has been made for all items on order.

All invoices should be mailed to:

Savannah-Chatham Co. Board of Public Education
Attn.: ACCOUNTS PAYABLE
208 Bull Street, Room 119
Savannah, GA 31401

Terms of payment will be 2% 10th Net 40 Days.

C. General Specifications/Scope of Work

Specifications/Scope of Work for **items/services** to be purchased are detailed in the attached **Specifications Sheet/Scope of Work** "Attachment A" following Section III.

When reference is made in the bid specifications to manufacturer or brand name, such references are made solely to designate minimum acceptable levels of quality and do not indicate a preference.

In the event a bidder is offering another manufacturer and/or model number other than stated in the specification, the bidder must provide complete technical information, specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting equality rests with the bidder. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the Board staff and their decision shall be final.

Bids on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.

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 Board.

D. Discontinuation of Equipment

In the event items requested are discontinued by the manufacturer, bidder shall substitute an equivalent replacement item from the same manufacturer at equal or lower pricing. Bidder shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.

E. Submittal of Objections

Objections from bidders to this Invitation to Bid and/or these specifications should be brought to the attention of the Board, Director of Purchasing. The bidder shall submit any objections in writing not less than (5) days prior to the opening of the bid. The objections contemplated may pertain to form and/or substance of the ITB documents and specifications. Failure to object in accordance with this procedure will constitute a waiver on the part of the bidder to protest this Invitation to Bid.

F. ITB Interpretations/Addenda

If any questions should arise pertaining to the ITB documents, the bidder may mail or fax a written request for interpretation to:

Savannah-Chatham Board of Public Education

Attn.: Ronald D. Roper
Lead Buyer
208 Bull Street, Room 213
Savannah, GA 31401
Fax No.: (912) 201-7648

Any interpretation of documents shall be made by addendum to the ITB. Copy of such addenda will mailed or faxed to each bidder receiving a set of documents. All requests for interpretation must be submitted on or before the close of business, 12/03/2012 01:00:00 PM. The Board shall not be responsible for any other explanation of questions submitted after this date. The Board shall mail, fax, or contact bidder for pickup of any addenda prior to the **close of business on 12/07/2012 05:00:00 PM**.

Any addenda issued during the time of the ITB shall be covered in submitted bids, and in closing the contract shall become a part thereof.

G. Failure to Bid

If a bid is not to be submitted but the bidder wishes to remain on the Board's list of bidders, the bidder should complete and return the Certification and LMWBE Information document found in this packet marked "No Bid".

H. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by requesting to do so in writing.

I. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserves the right to reject any and all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation show it is not in a position to perform the contract.

J. Compliance With Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

K. Indemnity Provisions

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy DJE provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the

Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

L. Cancellation/Default of Contract

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

M. 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 Invitation to Bid:

1. The pricing structure in this bid proposal has 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 bidder or with any competitor;
2. The pricing structure which has been quoted in this bid proposal has 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 to submit a bid for the purpose of restricting competition.

N. Local and/or Minority/Women Business Enterprise (LMWBE)

It is Board policy to improve opportunities for Local and/or Minority/Women Business enterprises (LMWBE) to participate competitively in bids/proposals for materials and supplies, and professional services.

All bidders must read and complete all documents included in Attachment "C" with all pertinent Exhibits.

O. "Responsive" Bidder Criteria

- * Availability of Products/ Services
- * Warranties/Guarantees
- * Ability to Meet Equipment Specifications/Bid Conditions
- * Documented Quality of Product and Manufacturer
- * Service and Support Capability

P. Qualification of Bidder

A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, all requirements for licensing, insurance, and service contained within this Invitation to Bid. The Board has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service requested.

Q. Bid Clarification

The Board reserves the right to request clarification of information submitted and to request additional

information from any and all bidders.

R. Compliance with Specification/Terms and Conditions

The Invitation to Bid, Legal Advertisement, General Terms and Conditions, Bid Submittal Instructions, Special Terms and Conditions, Specifications, Attachments to Bid, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidder's proposal or bid and by reference are made a part hereof.

S. Award of Contract

The contract, if awarded, will be awarded to the responsible bidder submitting the lowest pricing structure. Product quality, service issues and other factors stipulated above in Condition "O" must be met to the satisfaction of the Board for a bid to be considered responsive. Moreover, the Board will award the contract to the next most qualified bidder if the selected bidder is unable to execute a contract and provide delivery within the time parameters specified in this ITB.

In the case of a tie, bids shall be awarded on the following criteria:

1. Savannah-Chatham County LMWBE
2. Savannah-Chatham County Vendor
3. Metropolitan Statistical Area Vendor
4. Georgia Vendor

If no vendors meet any of the above criteria, then tie bids will be awarded by means of a coin flip performed by the buyer and witnessed by one other Board employee.

Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Invitation to Bid.

The successful bidder will be notified on the award of this contract by a Notice of Award letter from the Director of Purchasing or his/her designee.

The successful bidder or proposer shall not accept purchase orders under this Invitation to Bid or any amendment hereafter until a written Notice of Award is issued by the Purchasing Director or his designee. If the successful bidder does ship material or provide any services prior to receiving official notification, he does so at his own risk.

T. Vendor Performance

The successful bidder(s) will be evaluated by the Board over the duration of the contract period. Performance will be documented. Poor performance may result in the vendor being disqualified on future bids.

U. Signed Bid Considered Offer

The signed bid shall be considered an offer on the part of the bidder, and shall be deemed accepted upon approval by the Board. In case of a default on the part of the bidder after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.

II. Bid Submittal Instructions

All bids must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item/scope of services must be noted and fully explained.

A. Completion of Certification Form and LMWBE Program Information Form

1. Complete the attached Certification Form. Include a contact person for this bid with a phone number where that person may be reached. Include this form as the first page of the submittal.

The bidder is also required to provide references, including phone number and a contact person, of at least three firms for whom similar items or services have been supplied.

2. Complete the LMWBE Information Form with pertinent information for minority/women/majority designation.

3. Complete the "Where Did You Hear About This Bid" section. This information is for statistical use only.

4. Complete all pertinent documents within Attachment "C".

B. Completion of Bid Submittal Form

For each item listed on the Bid Submittal Form, include the manufacturer and part number being bid and the unit cost for each item listed.

C. Bid Preparation and Submittal

All bids shall be:

* Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

* Submitted in the provided manila envelope, which is plainly marked with the bid number and title, and date and time of bid opening. If proposal materials require additional envelopes, then the proposal package must be combined together with the special envelope on top.

* Submitted on bid proposal forms as included in this ITB and in accordance with instructions stated above.

* Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Bid Opening date and time. Whether sent by mail or by means of personal delivery, the bidder assumes the risk for having the bid deposited on time and at the place specified on the first page of this ITB. Late bids will be returned unopened to the bidder.

* Bids submitted by facsimile transmission will not be accepted.

* Considered an irrevocable offer for a period of sixty (60) days from the date of public bid opening.

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

Bidders shall provide **two (2) copy(s)** of submitted bid proposals containing all pertinent documentation. The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the bid proposal.

III. Special Terms and Conditions

The bidder agrees that the Board shall have the right to place purchase orders referencing 13-34 for quantities of listed items as the Board may require. The projected requirements are subject to increase or decrease contingent upon the availability of state and federal grants and local funding. The Board will award this contract on an "all or nothing" basis or on an item by item basis, whichever in the best interest of the Board.

A. Pricing

The bidder shall provide a **unit price for each item** on this ITB which will remain valid throughout the stipulated performance period or until delivery is completed. Price shall include the items as specified. If so stated in the bid specifications, the Board may request an option to renew the contract at the bid prices for a specified time period.

OR

The bidder shall provide a **lump sum price totaling all items** on this ITB.

B. Performance Bonds

If the specifications so state, the successful contractor may be required to furnish a performance bond equal to the full amount of the contract guaranteeing the faithful performance of such a contract. The performance bond shall be submitted to the Board upon execution of the contract and shall be maintained in full force and effect until the contract has been completed. The cost of the performance bond shall be borne by the successful contractor. The surety company furnishing such a bond shall be authorized to do business in the State of Georgia.

C. Samples/Demonstrations

The Board reserves the right to request samples after bids are opened and before the award is made. Samples, when requested must be submitted in accordance with instructions. Samples must be furnished free of charge and if not destroyed during testing will, upon request be returned at the bidder's expense. A request for the return of samples must be made within 10 days following the opening of the bid. A call tag must be furnished and all shipping costs shall be at the bidder's expense. Each individual sample must be labeled with the bidder's name and manufacturer's brand name and part/model number.

The Board, at its discretion, may request a demonstration of offered equipment prior to bid award. This demonstration shall be at the expense of the bidder.

D. Warranty

The Bidder shall guarantee the products to be free of defects of material and/or workmanship for a period of at least 12 months from the date of delivery. Any additional warranty offered by the bidder should be so stipulated in the bid documents. If, during the warranty period, such faults develop, the successful bidder agrees to replace the unit or part affected without cost to the Board.

**CERTIFICATION FORM
BOARD OF PUBLIC EDUCATION**

FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM

ITB # 13-34

The undersigned bidder 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 to Bid; and further certifies that the bid proposal submitted is in accordance with all documents contained in this Invitation to Bid package, and that any exception taken thereto may disqualify his/her 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 _____
Name (printed)

Title Signature

Company

Address (Street, City, State , Zip)

Phone No. Fax No.

Federal Taxpayer I.D. No. e-Verify No.

Contact Person for This Bid Phone Number

REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

2. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

3. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Acknowledge Receipt of Addendum(s) # _____ # _____ # _____



Local and/or Minority/Woman Business Enterprise Development Information

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

OFFEROR: _____ Bid # _____

Please check ownership status as applicable:

___ Local ___ Woman

___ African American ___ Hispanic

___ Majority ___ Non-Local

Name, Title Authorized Signature Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF _____, 201____

_____ Notary Public; My Commission Expires: _____

HOW DID YOU HEAR ABOUT THIS ITB?

(This information is for statistical use only.)

___ City of Savannah, Department of Economic Development ___ The Herald Legal Ad

___ Received Request for Qualifications by Mail ___ Savannah News Press Legal Ad

___ The Savannah Tribune Legal Ad ___ Visiting the Purchasing Office

___ Other _____

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 Savannah-Chatham County Public School System 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 _____, 201_ in _____(city), and ____ (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 _____, 201_

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 _____ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") 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 business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the 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 _____, ____, 201__ 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 _____, 201__.

NOTARY PUBLIC

My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE
SUBCONSULTANT/SUPPLIERS

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-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 _____ and _____ on behalf of (Savannah-Chatham County Public School Systems ("SCCPSS")) 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-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 Sub-subcontractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 201__ 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 _____, 201__.

NOTARY PUBLIC
My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS

DISCLOSURE OF RESPONSIBILITY STATEMENT

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 of subcontract, or in the performance of such contract or subcontract.
2. List any 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 affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.
3. 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.
4. List any prior suspensions or debarments by any government agency.
5. List any contracts not completed on time.
6. List any penalties imposed for time delays and/or quality of material and workmanship.
7. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
8. List any pending civil actions against company for nonperformance of contract.

I, _____,
Name of Individual Title & Authority

Of _____
Company Name

declare under oath that 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.

BID SUBMITTAL FORM

ITB #13-34

Item:	Description:	"Turn Key" Unit Cost*:
A.	Removal and Disposal of Existing Carpet Tile	/Per Sq.Ft.
B.	Removal and Disposal of Existing Vinyl Composition Tile	/Per Sq.Ft
C.	Removal and Disposal of Existing Cove Base	/Per Sq.Ft
D.	Removal and Disposal of Existing Roll Carpet	/Per Sq.Ft
E.	Installation of New Carpet Tile (Materials Provided by District)	/Per Sq.Ft
F.	Installation of New Vinyl Composition Tile (Materials Provided by District)	/Per Sq.Ft
G.	Installation of New Cove Base (Materials Provided by District)	/Per Sq.Ft

* All "Turn Key" Unit prices stated above include all labor, equipment, tools, mileage, per diem, travel time, insurance, licensing, material disposal fees, etc. No price increases or additional fees will be considered. All bids must be submitted on this form and in this format to be considered responsive.

Estimated removal and installation based historical usage over the past one (1) year period is approximately 64,855 Sq.Ft. combined

In submitting this bid, I agree to the following:

1. To hold my bid valid for a period of one hundred twenty (120) days.
2. To enter into and execute a contract, if awarded on the basis of this bid.
3. To accomplish the work in accordance with the contract documents and specifications.
4. To complete the work by the time as listed in the specification section of this document.
5. I will deliver and complete installation as outlined in the specification documents.

PAYMENT TERMS: NET 40 OTHER Firm submitting bid:

Title of individual submitting bid:

Name of individual submitting bid:

Address:

City:_State:_Zip:

Telephone Number: Fax:

Email Address:

:

ATTACHMENT "A"

SPECIFICATIONS

ITB #13-34

Flooring Services

All bid postings on this web site are not intended to be official. This information is provided as a public service. Any information presented here is subject to revisions at any time and is reproduced from official documents of the Purchasing Department. In case of errors and/or omissions you are advised to contact the Purchasing Department for the current status of any bid posting. All bids and RFP's submitted to the Purchasing Department must be clearly marked with the Bid/Proposal name and number on the outside of the document.

1.0 GENERAL INTENT:

The Savannah-Chatham County Public School System, herein after referred to as the "DISTRICT", is soliciting sealed bids from qualified firms, herein after referred to as "SERVICE PROVIDER", interested in providing all labor, tools and supplies required for the "as needed" removal and installation of carpet tile, vinyl floor tile, and vinyl cove base at various school sites for the Savannah-Chatham County Public School System. The District reserves the right to bid separately any job with a value that exceeds \$5,000. The quantity and nature of all work provided under a resulting contract will vary throughout the contract term.

2.0 INTERPRETATION OF THE TERM "EQUAL":

The District reserves the right to determine the quality of articles bid as alternates, equal, or approved equal, and further reserves the right to reject any or all articles so judges as not equal. If any person who contemplates submitting a bid is in doubt as to the true meaning of any part of the conditions and/or specifications, he may submit to the District a written request for any interpretation thereof, allowing sufficient time, if required for a reply to reach all those who received an invitation to bid and to be acted upon, if necessary, before the time and date of bid opening. The District will not be responsible for any other interpretations or explanation of the specifications.

3.0 BRAND NAME:

Any reference to brand names, codes or model numbers in these specifications are offered as a point of reference in order for bidders to consider styles, sizes, weights, or similar characteristics. Unless otherwise stated, the use of such brand names should not be interpreted as the exclusive brand desired. However, if other than the specified brand or model is offered, the brand or model number must be clearly noted and a manufacturer data sheet/product specification must be submitted for prior approval in accordance with the guidelines referenced above.

4.0 BACKGROUND INFORMATION:

The District contracts, on an annual basis, its floor covering purchase and its floor covering removal and installation requirements. The District currently contracts with Shaw Industries for the "as needed" purchase of various floor covering products. The contract for floor covering services has expired and there are no renewal options available on the Contract. The average square footage of carpet and tile removed and installed on an annual basis, based on historical usage over the past year is approximately 65,885 sq.ft.

5.0 PERFORMANCE PERIOD:

This Bid will establish a contract that will be in effect for a period of one (1) year, to become effective the date of contract award. The "District" reserves the right to renew the contract for two (2) additional one year terms provided that all prices, terms and conditions remain unchanged and both parties agree to each contract renewal. A performance review will be conducted by the District after the initial contract term.

6.0 FAMILIARITY WITH THE WORK:

Offerers are also strongly encouraged to visit a few school sites to assure a complete understanding of the scope of service requirements and will be responsible for measuring and guaranteeing measurements for all job requests. Site visitations can be arranged by contacting Mr. Frank Hendrix, Director, Maintenance at (912) 201-5563. The Service Provider, by proposing and executing an Agreement, acknowledges a full understanding of the extent and character of the Scope of Service requirements and the conditions affecting the performance of the contract. The District will not be responsible for any misinterpretation of the Work to be performed, Measurements obtained by a Service Provider, or any conditions which may affect the performance of the Work. By executing this Agreement, the Offerer also is stating their commitment to fulfill all obligations of this contract if awarded.

7.0 BID ACCEPTANCE PERIOD:

A one hundred twenty (120) day period from the bid closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed within this time. If the District envisions that the process will not be completed by the end of the one hundred twenty (120) day period, the District will request a time extension. In the event that no extension is requested, the solicitation shall be deemed cancelled.

8.0 TRANSITION PERIOD:

Due to the nature of the procurement process, often times a transition period is required during the evaluation period, final contract negotiations or contract award and execution. The Service Provider will agree to maintain the same terms and conditions of the original contractual agreement for a period not to exceed ninety (90) days, if necessary, for a transition period. In addition, if the current Service Provider is not the successful Bidder, he or she shall agree to provide the same level of services for a period not to exceed ninety (90) days to allow for an orderly transition.

9.0 OCCUPATIONAL SAFETY AND HEALTH ACTS:

Service Provider(s) who perform any work under this Bid shall fully comply with the provisions of the Federal Occupations Safety and Health Act of 1970 and any amendments thereto and all regulations pursuant to the act.

10.0 COMPLIANCE WITH LAWS:

Service Provider will, at his own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, comply with all Local, State, and Federal laws, ordinances, rules and regulations. Service Provider shall agree that in the performance of the contract, that he/she will comply with all laws, regulations, rules and policies which may apply to public education in general and the operation of the Savannah-Chatham County Public School System in particular. All work shall be quality work performed in a professional manner and in accordance with all State and local codes and requirements, as well as the standards of the following agencies, whichever is more stringent:

11.0 MINIMUM QUALIFICATIONS:

Service Provider must be bonded, registered and licensed within the State of Georgia.
All personnel used in conjunction with the resulting contract shall be fully trained and qualified to perform the work.
Service Technicians who will have the responsibility of providing the services requested must have minimum of three (3) years verifiable experience with the types of equipment, manufacturers, floor covering products and services described herein.
Service Provider must submit a minimum of three (3) references, preferably from educational,

municipal or governmental agencies located within the Southeast Region of the State of Georgia, that the Service Provider has provided services to in the past five (5) years that are similar to or the same as that requested herein.

Service Provider must be qualified and familiar with all types of floor covering installations and must have demonstrated a past history of responsiveness, technical expertise and professionalism.

The Service Provider will follow all guidelines, rules and regulations as set forth in the most recent and any future local, State, or Federal codes or regulations.

12.0 SERVICE STANDARDS/QUALITY CONTROL:

Where it is not more specifically described in any of the various sections of this solicitation, all workmanship will conform to all of the methods and operations of Best Standards and accepted practices of the trade or trades involved. All work shall be executed by personnel that are skilled in their respective lines of work.

The District's contract representative will be responsible for decisions concerning the quality and acceptability of any work performed under a resulting contract. If, in the opinion of the District's contract representative or his designee, performance becomes unsatisfactory, the Service Provider will then have a specified time to correct any specific instances of unsatisfactory performance. Repeated incidences of unsatisfactory performance may result in cancellation of the contractual agreement for default.

13.0 WARRANTY REQUIREMENTS:

Service Provider will guarantee the workmanship and labor provided under a resulting contract, for a minimum warranty period of one (1) year from date of project completion. If during the warranty period, such faults develop, the Service Provider agrees to correct the affected workmanship without cost to the District. Warranty returns resulting from workmanship failure shall not exceed one (1) job in twenty (20). All workmanship under a resulting contract must conform to manufacturer product specifications.

14.0 TAXES:

Nothing in these specifications shall be construed as relieving the Service Provider(s) of his responsibilities in paying all applicable taxes.

15.0 PRICING AND DELIVERY:

All Square Foot (Sq.Ft.) unit bid prices will be "all inclusive" for "turn key" services and will include all labor, overhead, supplies, equipment, travel time, per diem, insurance, licensing, workmanship warranties (for a minimum period of one year), taxes, fuel surcharges and all applicable freight charges. The District will procure, provide, and deliver all carpet or tile products and adhesives to each job site. The District will not honor any minimum "job size" or quantity requirements. "All Inclusive" Square Foot Unit Bid prices will be provided for the following services:

- Removal and Disposal of Existing Carpet Tile
- Removal and Disposal of Existing Vinyl Composition Tile
- Removal and Disposal of Existing Roll Carpet
- Removal and Disposal of Existing Cove Base
- Installation of Carpet Tile
- Installation of Vinyl Composition Tile
- Installation of Cove Base

All bids must be submitted on the bid form provided herein (page 13) and in the format requested. Bids that deviate from this process will be considered as non-responsive.

16.0 BASIS OF AWARD:

A contract, if awarded, shall be awarded to the lowest responsive and responsible bidder whose bid is determined to be the most advantageous to the District. The resulting contract will be conditional upon the offerors ability to comply with the requirements set forth in the bid documents, which includes but is not

limited to prior performance on a similar contract with the District. Service Provider will not begin work without an executed contract and purchase order issued by the Savannah-Chatham County Public School System.

17.0 DISTRICT REPRESENTATIVE:

The District has selected Mr. Frank Hendrix, Director, Maintenance as its contract representative. After award, supervision of the contract will be performed by the contract representative and/or his designee.

18.0 SCOPE OF SERVICES:

The work to be performed by the Successful Service Provider includes, but is not limited to the removal and disposal of any existing floor tile, cove base, carpet tile and or roll carpet products and the installation of new Vinyl Composition Tile, Carpet Tile and Cove Base. .All sub-contractors, service technicians and/or installers performing work under a resulting contract must be authorized by the Manufacturer to install their floor products. Scope of Services at a minimum will include:

Disposal of Removed Materials: The Service Provider is required to dispose of all removed materials off site. Materials will not be placed in any school compactor or any other District was receptacle that is located at the school site. All materials will be disposed in accordance with local codes.

Pre-Installation Preparation Requirements: The Service Provider will perform all customary floor preparation, removal of existing adhesives and final floor cleaning and preparation prior to installation of any "new" floor products. Installer will be required to inspect sub floor surfaces to determine that they are satisfactory and to ensure that the surface is smooth, free from cracks, holes, ridges, and coatings that will impair performance or appearance of any new floor products (including cove base). Service Provider will clear away all debris and will scrape up cementation deposits from surfaces that are to receive carpeting and/or floor tile, vacuum clean immediately before installation, will inspect concrete surfaces to ensure that there is "no dusting" through carpet, and will apply sealer where required to prevent dusting.

Substrate Repairs: Service Provider will examine substrates for moisture content and other conditions under which carpeting and/or floor tile is to be installed, and will repair minor holes, cracks, depressions or rough areas using only materials recommended for the carpet, tile or adhesive manufacturer. Service Provider will immediately notify District (in writing) of any existing conditions that are detrimental to proper completion of any work and will not proceed until all unsatisfactory conditions have been corrected.

Post Installation Requirements: Service Provider will be responsible for performing all post-installation cleanup. All waste materials will be disposed of offsite.

19.0 SAFETY:

The safety of the students, faculty and staff must be maintained at all times, therefore, the successful Service Provider(s) will be required to erect safety barricades, signs, and/or safety barriers at specified work sites. The work shall not have a negative effect upon the daily operation of each school site and shall not prohibit visits to the school.

All property of the Service Provider, including all equipment, materials and supplies will be removed from District property on a daily basis.

The Service Provider(s) will exercise precautions at all times to ensure the protection of all persons and property. All applicable safety provisions, laws, and ordinances shall be strictly observed. Service Provider is required to provide employees with goggles, gloves, hard hats, and other safety equipment applicable to the work to be performed under this contract.

20.0 SITE SECURITY:

Service Provider personnel must coordinate with each school's front office or security personnel prior to the commencement of any work. The successful Service Provider's employees must present an i.d. and must sign in and out when working at any school site during operational hours. All personnel must remain in assigned work area. It shall be the sole responsibility of the successful Service Provider to safeguard his materials, tools, supplies and equipment while on District property. The District will not assume any responsibility for vandalism and/or the theft of materials, tools, supplies and/or equipment left unattended.

21.0 SERVICE PROVIDER PERSONNEL:

The Service Provider(s) will ensure that all of its employees have undergone a drug screening test and a criminal background check. No employee with a felony conviction is permitted to provide services under a resulting contract. Failure of the Service Provider to conduct criminal background checks and to provide proof to the Board thereof shall be grounds for immediate termination of the contract.

The Service Provider will ensure that all employees comply with Section 247A (e) of the National Immigration and Naturalization Act and that they have valid immigration status.

The Service Provider will not subcontract with any other firm, agency, or person to perform the contracted services described hereunder without prior written consent of the District.

The Service Provider will not utilize Day Labor or Temporary Workers to provide any services at any Board facility.

Neither the Service Provider(s) nor his employees will be in possession of a firearm on Board property, or in a vehicle on District property, and will comply with the District's policy regarding a "Drug Free Workplace".

The Service Provider(s) and all employees of the Service Provider are expected to present a professional appearance at all times. All personnel of the Service Provider will be neat, well groomed, and properly uniformed in industry standard uniforms (including uniform shorts).

Uniforms will be kept in an acceptable manner and will clearly identify the Company Name and the Employees name. Cut-off shorts, sandals, tank tops and/or other inappropriate work attire will not be accepted.

22.0 PERSONNEL CODE OF CONDUCT:

The Service Provider(s) and all employees of the Service Provider are expected to conduct themselves at all times in a responsible and courteous manner while performing work and/or when they are on District property. The Service Provider(s) or the employees of the Service Provider are not permitted to play loud music, to make unnecessary noises, or to use vulgar or inappropriate language that causes offense to others.

The Service Provider(s) nor his employees will be permitted to use tobacco or tobacco products on District property.

23.0 SUPERVISION REQUIREMENTS:

The Service Provider(s) will provide a competent foreman to be "on site" at all times, to oversee and monitor the working crew. Foreman must have the complete authority to act on behalf of the Service Provider.

24.0 SCHEDULING OF WORK:

The Service Provider will provide all required installation services within five (5) days of receipt of purchase order, unless negotiated with and approved by the District.

The Service Provider(s) will contract the Maintenance Director at (912) 201-5563 two (2) days prior to beginning work, to confirm date of commencement and to confirm that services do not interfere with any outside activities planned by the School.

The Service Provider(s) will schedule all services in accordance with District priorities.

The Service Provider(s) and their employees agree to comply with instructions and regulations regarding use of school facilities, conduct, and safety standards issued by contract representatives, officials or other Board of Education representatives and officials. This includes adhering to the following work schedule requirements: **No work to be done on weekends and school holidays, or prior to 8:00 a.m. or after 5:00 p.m., Monday through Friday unless approved (in writing) or requested by the District.**

25.0 DEBRIS/TRASH REMOVAL AND DISPOSAL:

The Service Provider(s) shall remove and dispose of all job related litter and debris in a manner acceptable under all District, City and County ordinances. All debris will be removed from job site by Service Provider at the completion of project unless requested otherwise. Upon completion of each job,

District premises shall be left in good repair and in an orderly, neat, clean and unobstructed condition.

26.0 PROPERTY DAMAGE:

The Service Provider(s) shall immediately report to the District any damage to private, public or Board properties.

The Service Provider(s) shall be responsible for the repair of such damage, and all repairs shall be done promptly to the satisfaction of and at no expense to the District.

27.0 INVOICES:

Copies of all invoices, along with the required acceptance documents and reports will be submitted to:

Mr. Frank Hendrix, Director, Maintenance
2219 Gamble Road
Savannah, GA 31405

28.0 REMEDIATION OF SUB-STANDARD SERVICE:

The Service Provider will make all necessary corrections of unacceptable work at no additional cost to the District, upon notification (in writing) of a fault, deficiency or error in the work provided. All work corrections will be scheduled with the District's representative within twenty-four (24) hours of notification. All Corrections will be completed within one week of initial request. The Service Provider will bear all costs associated with work corrections.

The Service Provider will be responsible for the remediation of all substandard work. If the work is not promptly corrected to the satisfaction of the District, the Service Provider will be required to refund to the District, any costs attributed to the portion of the Work that is defective. Refund will include any and all costs paid by the District to another Vendor to correct the defective work.

29.0 LIQUIDATED DAMAGES:

The Savannah-Chatham County Board of Public Education shall reduce the successful Service Provider's invoice in the amount of 25% of the cost per site for "unacceptable", "incomplete work.", or "sub-standard work" which does not comply with Scope of Service Requirements which is not remediated or corrected in accordance with the time frame listed above.

30.0 SPECIAL TERMS AND CONDITIONS:

The Service Provider will submit to the District, an itemized invoice which includes the following: Purchase Order number, Date of Service, Site/Location/Address, Unit prices, Square Footage for each requirement, Extended prices and Total Invoice amount (by job), A service affidavit, A service release or work order form signed and dated by District representative upon the completion of services. A copy of invoice with required documentation must be forward to the District's Contract Representative for payment processing.

The Service Provider shall acquire and maintain for the duration of the contract insurance coverage for the limits stated on the insurance attachment. Failure to provide a current certificate of insurance at any time will result in contract termination.

The Service Provider shall secure all necessary permits and licenses imposed by laws and ordinances; pay all costs or fees; give all notices required; protect all property; comply with traffic protection standards and keep roads, sidewalks, parking areas open for traffic to the extent possible by providing and installing signals, warning signs, and barricades.

The Service Provider will be responsible for providing, maintaining and transporting to the site(s) all necessary labor, equipment, supplies and chemicals necessary to perform the scope of service requirements in accordance with the specifications listed herein.

The Service Provider will make any recommendation to the District Board which, based on their experience and expertise, will further enhance the appearance and health of the school grounds and/or reduce associated maintenance costs of the properties.

The Service Provider(s) will be available for a final site inspection (prior to payment release) and any warranty inspections when requested by the District.

31.0 SUB-CONTRACTING:

The District will permit the Service Provider to sub-contract any of the work to be performed under a resulting contract provided that the following conditions are met:

Service Provider must submit with his bid, a list of all sub-contractors.

Service Provider must submit with his bid, proof of insurance for each sub-contractor, for the minimum lines of coverage identified on Attachment "B"

Service Provider must submit with his bid, a copy of each sub-contractors current Business License/Tax Certificate.

Service Provider will be required to perform background checks on all sub-contractors and will be responsible for assuring that all subs comply with all terms, conditions and requirements of this solicitation.

31.0 TERMINATION OF CONTRACT FOR CONVENIENCE:

The District reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever the Director of Purchasing determines that such a termination is in the best interest of the District. Any such termination shall be effected by delivery to the vendor, at least ten (10) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a Notice of Termination, the vendor must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the vendor of the obligation to deliver and/or perform all outstanding orders issued prior to the effective date of termination. An equitable adjustment in the contract price shall be made for completed service, but not amount shall be allowed for anticipated profit on unperformed services.

32.0 TERMINATION FOR CAUSE/DEFAULT:

In case of failure to deliver the services and equipment in accordance with the contract terms and conditions, the District, after due oral and written notice, may procure the services from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the District may have. Specifically, if, through any cause, the bidder(s) shall fail to fulfill in a timely and proper manner their obligations under this contract, or if the bidder violates any of the covenants, agreements, or stipulations of this contract, the District shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination. Notwithstanding the above, the Contractor shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of contract by the Contractor. The District may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due to the District from the Contractor is determined.

33.0 TERMINATION FOR LACK OF FUNDING:

Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the contractor by the Savannah-Chatham County Public School System (SCCPSS) solely from appropriations received by the Savannah-Chatham County Public School System. In the event such appropriations are determined by the Chief Financial Officer/Comptroller of SCCPSS to no longer exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of SCCPSS at the end of any fiscal period (hereinafter referred to as "Event"). In such Event, the Purchasing Director of SCCPSS shall certify to the Contractor the occurrence thereof.

34.0 REQUIRED SCHEDULES AND ATTACHMENTS:

In addition to the instructions set forth in Section II, Item A of the Bid document, a provision for the following forms, certifications and licenses is required. FAILURE TO ADDRESS ANY AREA ADEQUATELY MAY CAUSE THE BID TO BE DEEMED UNRESPONSIVE AND THEREFORE, BE EXCLUDED FROM CONSIDERATION.

References

Disclosure of Responsibility Statement

Contracting Affidavit and Agreement
Certificate of Insurance (The District shall be listed as a Certificate Holder) for Offeror and any subcontractors proposed
Copy of Current Local Business License/Tax Certificate for Offeror and any subcontractors proposed
List of personnel to be used in conjunction with a resulting contract

ATTACHMENT "B"

INSURANCE REQUIREMENTS

Before performing any work on the awarded contract, the successful bidder shall procure and maintain, during the life of said contract, insurance coverage as listed below. The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

1. Worker's Compensation Insurance. Statutory in accordance with OGGA 34-9.
2. Commercial General Liability. Including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than \$100,000 combined single limit per occurrence, \$500,000 per project aggregate covering all work performed under this contract.
3. Automobile liability. Bodily injury and property damage including all vehicles owned, leased, hired and non-owned with limits of not less than \$1,000,000 combined single limit covering all work performed under the contract. (Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of \$1,000,000). Each bidder shall submit a certificate of insurance and liability/collision coverage for drivers who will transport vehicles to and from Board property. The successful bidder shall be required to list the Board as additionally insured.
4. Umbrella Liability. With limits of not less than \$1,000,000 per occurrence covering all work performed under this contract.
5. The Board, its officers and/or officials, employees and volunteers shall be named as insured under awarded bidder's insurance policy for the duration of this contract.

ATTACHMENT C

LMWBE BUSINESS PARTICIPATION PROGRAM

It is the policy of the Board of Public Education (“owner”) that minority and women business enterprises shall have the maximum opportunity to participate in school board projects. The bidder who may receive contract award shall take all necessary and reasonable steps in accordance with this solicitation to insure that LMWBE’s have that maximum opportunity to participate in the resulting contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the bidder shall take affirmative action and otherwise make good faith efforts as described in the section below entitled “Good Faith Efforts” to select contractors, vendors, and suppliers from certified LMWBEs.

The following completed documents are to be submitted with all bids:

1. Proposed schedule of LMWBE participation (Exhibit #1)
2. Documentation of Good Faith Efforts (Exhibit #2)

The following completed documents are to be submitted with all bids if applicable:

1. Joint Venture disclosure requirement form (Exhibit #3)

The successful bidder will be required to submit in duplicate and one copy submitted with contractor’s request for monthly and final payments and the second copy directly to the cooperative minority and women business development program.

1. LMWBE monthly payment form (Exhibit #4)

DEFINITIONS OF LMWBE

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African - American - A person having origins in any of the Black racial groups of Africa;
2. Hispanic - American - A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race;
3. Local - A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.
4. Women Business Enterprise - WBE - A Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

The School District's Program Management Firm is available to identify and facilitate qualified Local and/or Minority and/or Women Owned Businesses through its community outreach division. The contact person for this assistance is Sylvester Formey, Phone 912-236-1766 and email sylvesterf@vangdist.com.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Gail Delaney
Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
(912) 652-3582 (Phone)
email: gdelaney@savannahga.gov

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

ATTACHMENT C - Exhibit #1

PROPOSED SCHEDULE OF LMWBE PARTICIPATION

NAME OF BIDDER/PROPOSER: _____ BID NO.: _____

PROJECT TITLE: _____ TOTAL BID AMOUNT: \$ _____

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUB-CONTRACTED	SUBCONTRACT VALUE
			\$
			\$
			\$
			\$
			\$
			\$

AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: _____ % \$ _____

WOMEN PARTICIPATION TOTAL VALUE: _____ % \$ _____

OTHER MINORITY PARTICIPATION TOTAL VALUE: _____ % \$ _____

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/Proposers identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

Signature: _____

Title: _____

Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: _____

Signature: _____

Title: _____

Note: The School District's Program Management Firm is available to identify qualified LMWBE's. Please contact the Office at (912) 236-1766.

ATTACHMENT C - EXHIBIT #2

GOOD FAITH EFFORTS REQUIREMENTS

Vendors are required to submit with bidding documents evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	Yes or No If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	Yes or No
Communicating with the School District's Program Management Firm to identify available qualified LMWBEs.	Yes or No If no, which agencies were used to identify potential LMWBE Subcontractors?
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	Yes or No
Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.	Yes or No
Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.	Please explain efforts:

ATTACHMENT C - EXHIBIT #3

JOINT-VENTURE DISCLOSURE STATEMENT

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

Joint venture firms	Level of work	Financial participation

ATTACHMENT C - Exhibit #4

LMWBE MONTHLY REPORT

NAME OF CONTRACTOR/CONSULTANT: _____

BID NO: _____

PROJECT TITLE: _____

DATE: _____

PROJECT LOCATION: _____

CONTRACT AMOUNT: \$ _____

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUBCONTRACTED	MONTHLY PAYMENTS
			\$
			\$
			\$
			\$

PERCENTAGE OF TOTAL CONTRACT: _____%

PERCENTAGE OF OVERALL CONTRACT COMPLETION: _____%

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: Signature: _____ Title: _____

Notes:

1. Contractor/proposer shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Form 1, including an accounting for any changes in LMWBE firms employed.

2. THIS REPORT MUST BE COMPLETED IN DUPLICATE AND ONE COPY SUBMITTED WITH CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS AND THE SECOND COPY DIRECTLY TO THE DISTRICT'S PROGRAM MANAGEMENT FIRM.

LMWBE FORM 4 BID #13-34