November 1, 2015

Ladies and Gentlemen:

The Savannah-Chatham County Public School System would like to take the opportunity to announce that we are requesting Bid C16-01 Replacement of Fire Alarms at Southwest Middle School, by a firm authorized to do business in the State of Georgia. A Mandatory Pre-Bid Conference will be conducted at 9:00 am on Wednesday, November 18, 2015 at Southwest Middle School 6030 Ogeechee Rd. Savannah, GA 31419. Bidders will meet at the main entrance of the school. An accompanied site visitation will follow. Bids will not be accepted from any firm that is not represented at the Mandatory Pre-Bid Conference.

All bids must be delivered to the Savannah-Chatham County Public School System's Purchasing Department, Room 213, 208 Bull Street, Savannah, Georgia, 31401. The advertising dates for Bid #C16-01 (ESPLOST) are November 1, 2015, to November 14, 2015, and November 15, 2015, to December 3, 2015. Bids will be accepted by 11:00 A.M. on Thursday, December 3, at which time they will be publicly opened and registered. If you are unable to submit a response at this time, and wish to remain on our list of potential providers, complete and return the LMWBE Information 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 delivered to and stamped by the 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 and will be returned to the bidder unopened.

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

It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises (LMWBE*) who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. The Board expects that prime contractors on district construction projects make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their businesses.

All bids must be submitted in duplicate in a sealed envelope, with the bid number, title and submittal date and time clearly identified on the outside of the envelope. If bid materials require additional envelopes, then all mailing articles must be combined together with the marked envelope on top. A bid bond, in the amount of 5% of the total bid amount must be submitted with bid. If bid exceeds $100,000.00, the successful bidder will be required to provide performance and payment bonds within 14 days of Intent to Award Notification. If you wish to receive a copy of the bid results, enclose a self-addressed envelope and a bid tabulation will be mailed 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 and the County of Chatham and a copy of the your State of Georgia License. If you have any questions concerning this bid, please submit them in writing to 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.

Very truly yours,

Salma Scales, CPP
Purchasing Director
BID REQUIREMENTS

INVITATION TO BID #C16-01 (ESPLOST)

The Savannah-Chatham County Public School System hereinafter referred to as the “District” will receive sealed bids from firms authorized to replace fire alarms at 208 Bull Street, Savannah, GA 31401 in Room 213. Bids must be physically placed in the hands of the District’s Purchasing Department by 11:00 A.M., on Thursday, December 3, 2015, the time legally prevailing in Savannah, Georgia for Bid C16-01 Replacement of Fire Alarms at Southwest Middle School. At the time and place noted above, the bids will be publicly opened and announced.

Bidding documents, including plans and specifications, may be viewed and purchased at www.cdcrepro.com. (Click on Login to DFS and register as a new user.) For technical support, please contact Larry Arkwright at Clayton Digital Reprographics, 912-447-0708 or 912-447-5445. Documents are also available for inspection and review at the listed locations. The “Public Inspection” Bidding Documents are not to be used as bid working sets but are for informational purposes and official bid documents are available as described previously:

1. Savannah-Chatham County Public Schools, Facilities Construction Department, 208 Bull Street, Room 305, Savannah, Georgia, 31401
2. City of Savannah Entrepreneurial Center 801 East Gwinnett Street, Savannah, GA 31404

Bidders are cautioned that acquisition of Bidding Documents through any source other than Clayton Digital Reprographics, Inc. is not advisable. Acquisition of Bidding Documents from unauthorized sources places the bidder at risk of receiving incomplete or inaccurate information upon which to base a bid.

A Mandatory Pre-Bid Conference will be conducted at 09:00 A.M. on Wednesday, November 18, 2015, at Southwest Middle School, 6030 Ogeechee Rd. Savannah, GA 31419. Bidders will meet at the front entrance. An accompanied site visitation will follow. Bids will not be accepted from any firm that is not represented at the Mandatory Pre-Bid Conference.

A “Cone of Silence” is imposed upon this invitation to bid after advertising, and terminates at the time the Board of Education awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective bidder for solicitation, including any persons affiliated with or in any way related to a prospective bidder, and any member of the Board of Education, the superintendent or his staff, any persons involved in evaluating the bid, program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective bidders from circumventing the process for selection set forth in this invitation to bid.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing’s designee, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with bidders selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the bid packet itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the bidder(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing’s designee. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any prospective bidder may result in the rejection of the prospective bidder’s bid response and disqualify the prospective bidder from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District’s Purchasing Department.

The Contract, if awarded, will be on a total lump sum bid basis. Bidders are required to provide their unit price bid schedule for the total lump sum bid on the form contained herein. No bid may be withdrawn for a period of sixty days after time has been called on the date of opening except in accordance with the provisions of Georgia law. If bid exceeds $100,000, the Bid must be accompanied by a Bid Bond made payable to the District in an amount equal to not less than five percent (5%) of the Bid. If bid exceeds $100,000, the successful Contractor will be required to provide both a Performance Bond and a Payment Bond, each in an amount equal to 100 percent of the total Contract amount within 14 days receipt of the District’s intent to Award and prior to execution of contract.
The District reserves the right to reject all bids or proposals or any bid or proposal that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to re-advertise or terminate this invitation to bid at any time before the Board of Education awards a contract for any reason.

The District anticipates that the contract will be awarded to the responsive and responsible bidder who provides the lowest bid within the budget. In judging whether the bidder is responsible, the District will consider, but is not limited to, the following:

- Whether the bidder or its principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority;
- Whether the bidder or its principals have been terminated for cause or are currently in default on a public works contract;
- Whether the bidder can demonstrate sufficient cash flow to undertake the project as evidenced by a Current Ratio of 1.0 or higher;
- Whether the bidder can demonstrate a commitment to safety with regard to Workers’ Compensation by having an Experience Modification Rate (EMR) over the past three years not having exceeded an average of 1.2; and
- Whether the bidder’s past work provides evidence of an ability to successfully complete public works projects within the established time, quality, or cost, or to comply with the bidder’s contract obligations.

In the event all responsive and responsible bids are in excess of the budget, the District, in its sole and absolute discretion and in addition to rejecting all bids, reserves the right either to supplement the budget or to negotiate with the lowest responsive and responsible bidder (after all deductive alternates are taken in the order defined in the Instructions to Bidders) but only for the purpose of making changes to the project that will result in a cost to the District that is within the budget, as it may be supplemented.

BID REQUIREMENTS
INSTRUCTIONS TO BIDDERS

1. Basis of Contract: Contract, if awarded, will be on the basis of a total bid price.

2. Examination of Site: In undertaking the work under this Contract, the Contractor acknowledges that he has visited the Project Site and has taken into consideration all observed conditions that might affect his work. The project site is property of the District. No easements or rights-of-way are required on the site. The Contractor shall be responsible to obtain all applicable Permits from the Jurisdiction prior to commencing work governed by Permit.

3. Surety and Insurance Companies: The Contract provides that the surety and insurance companies must be acceptable to the District. At the time of issuance, all insurance and bonds must be issued by a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, for qualified self-insurers or group self-insured, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength Rating of “A-“ or better and with an A.M. Best Financial Size Category of Class V or larger.

4. Bidding Documents: The Bidding Documents comprise the Construction Documents, the Invitation to Bid, the Instructions to Bidders, the Bid Form, and all Addenda, upon which the bidder submits a bid.

5. Addenda: All Addenda issued prior to bid date adjust, modify, or change the drawings and specifications as set forth in the Addenda. All such Addenda are part of the contract. No addenda will be issued within seventy-two (72) hours of the date and time set for opening bids without an extension of the bid date as required by Law. All such Addenda are part of the contract. The District shall mail, fax, or contact bidders for pickup of any Addenda before seventy-two (72) hours prior to the date and time set for opening bids.

6. 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 should submit any objections in writing not less than five (5) days prior to the opening of the bid. The objections contemplated may pertain to form and/or substance of the Bid 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.

7. Protest: Any bidder(s) who wishes to protest the handling or fairness of a solicitation shall express his/her concerns in writing to the Director of Purchasing within five business days of the matter being protested. The letter of protest shall be taken under consideration by the Chief Financial Officer and the Superintendent and the protesting bidder(s) shall be notified within ten (10) business days of the result of such consideration.

The protest notice shall include the following:

- the name, address, and telephone number of the protester;
- the signature of the protester or an authorized representative of the protester;
- identification of the purchasing agency and the solicitation or contract number;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents;
- the form of relief requested.

8. Interpretations: No oral interpretation will be made to bidders as to the meaning of the drawings and specifications. Requests for interpretation of drawings and specifications must be made in writing to the District Purchasing Department no later than 5:00 PM, Friday, November 20, 2015. Failure on the part of the successful bidder to request clarification shall not relieve him as Contractor of the obligation to execute such work in accordance with a later interpretation by the Design Professional. All interpretations made to
bidders will be issued in the form of Addenda to the plans and specifications will be sent to all plan holders of record before the seventy-two (72) hours prior to the date and time set for opening bids.

If any questions should arise pertaining to the bid documents, the Bidder may mail or fax (no e-mails accepted) a written Request for Interpretation to:

Savannah-Chatham County Public School System
Attention: Sabrina L. Scales, CPPB, Purchasing Director
208 Bull Street, Room 213
Savannah, GA 31401
(Fax) 912-201-7648

9. Alternates: Unless otherwise stipulated, all alternate bids are deductive. It is in the best interest of the public and the intent of the District that the entire Project be constructed within the funds allocated in the Project budget. The acceptance of any deductive alternate will be utilized as a last resort to accomplish the Project without requiring a redesign and rebidding of the Project. Any alternate, or alternates, if taken, will be taken in numerical sequence to the extent necessary to bring the Project within budget.

10. Sales Tax: Unless otherwise provided for in the Contract Documents, the Contractor shall include in his bid all sales taxes, consumer taxes, use taxes, and all other applicable taxes that are legally in effect at the time bids are received. Contractor shall not include sales tax on District supplied items. If sales tax is required to be paid by Contractor on District furnished items, a Change Order to Contractor shall be issued by District.

11. Trade Names, Specifications:

(a) No Restriction of Competition: When reference is made in the Contract Documents to trade names, brand names, or to the names of manufacturers, such references are made solely to indicate that products of that description may be furnished and are not intended to restrict competitive bidding. If it desired to use products of trade or brand names or of manufacturers’ names that are different from those mentioned in the Bidding Documents, application for the approval of the use of such products must reach the hands of the Design Professional at least ten (10) days prior to the date set for the opening of the bids (see 11(b) below). This provision applies only to the party making a submittal prior to bid. If approved by Design Professional, the Design Professional will issue an addendum to all bidders. This provision does not prevent the District from initiating the addition of trade names, brand names, or names of manufacturers by addendum prior to bid.

(b) Request for Approval of Substitute Product: All requests for approval of substitution of a product that is not listed in the Bidding Documents must be made to the Design Professional in writing. For the Design Professional to prepare an addendum properly, an application for approval of a substitute product must be accompanied by a copy of the published recommendations of the manufacturer for the installation of the product together with the complete schedule of changes in the drawings and specifications, if any, that must be made in other work in order to permit the use and installation of the proposed product in accordance with the recommendations of the manufacturer of the product. The application to the Design Professional for approval of a proposed substitute product must be accompanied by a schedule setting forth in which respects the materials or equipment submitted for consideration differ from the materials or equipment designated in the Bidding Documents and submitted to the Purchasing Department.

All requests for material substitution must be submitted to the Attention of the Purchasing Director prior to the 5:00 pm Friday, November 20, 2015. Requests must include full illustrations and detailed specifications for the item being offered as an alternate or approved equal. Bidders are not permitted to contact the Design Professional directly. The only official view of the District is that which is issued by and provided to all Bidders of record by the Purchasing Department in the form of a written addendum.

(c) Burden of Proof: The burden of proving acceptability of a proposed product rests on the party making the submission. Therefore, the application for approval must be accompanied by technical data that the party requesting approval desires to submit in support of its application. The Design Professional will consider reports from reputable independent testing laboratories verified experience records showing the reputation of the proposed product with previous users, evidence of reputation of the manufacturer for prompt delivery, evidence of reputation of the manufacturer for efficiency in servicing its products or any other written information that is helpful in the circumstances. The degree of proof required for approval of a proposed product as acceptable for use in place of a named product or named products is that amount of proof necessary to convince a reasonable person beyond all doubt. To be approved, a proposed product must also meet or exceed all express requirements of the Contract Documents.

(d) Issuance of Addenda: If the Design Professional approves the submittal, an addendum will be issued to all prospective bidders indicating the approval of the additional product(s). Issuance of an addendum is a representation to all bidders that the Design Professional in the exercise of his professional discretion established that the product submitted for approval is acceptable and meets or exceeds all express requirements. If a submittal is initially rejected by the Design Professional, but determined to be acceptable to Design Professional after a conference with the District, an addendum covering the said submittal will be issued prior to the opening of bids. The successful bidder may furnish products of any trade names, brand names, or manufacturers’ names except those designated in the Contract Documents unless approvals have been published by addendum in accordance with the above procedure. Oral approvals of products are not valid.
(a) **Conference with the District:** Any party who alleges that rejection of a submittal is the result of bias, prejudice, caprice, or error on the part of the Design Professional may request a conference with a representative of the District, provided: that the request for said conference, submitted in writing, shall have reached the District at least six (6) days prior to the date set for the opening of bids, time being of the essence.

12. **Bids:**

(a) **Bid Opening:** Bids will be opened and announced as stated in the Invitation to Bid.

(b) **Bid Submission.** All bids must be submitted on the Bid Form as attached hereto and must be signed, notarized, and sealed by a notary public. All blanks for information entry in bid forms submitted to District should be filled. Blanks left unfilled constitute irregularities in the bid and place the bidder at risk of having the bid rejected unless the District rules the irregularity to be an informality or technicality that can be waived, as is made clear in Article 15 of the “Instructions to Bidders” and on the Bid Form. Numbers shall be written in English words and in Arabic numerals. The inclusion of any condition, alternate, qualification, limitation, or provision not called for shall render the bid nonresponsive and shall be sufficient cause for rejection of a bid.

(c) **Bid Security:** If the Bid exceeds $100,000, Bids must be accompanied by a Bid Bond made payable to the District in an amount not less than five percent (5%) of the Bid. Bid Bonds should be furnished on forms accepted as standard by the insurance industry, but shall be substantially in accordance with the Bid Security Form attached hereto. Successful bidder will be required to provide performance and payment bonds.

(d) **Delivery of Bids:** Bids are to be addressed to the District, at the address and room number shown in the Invitation to Bid. Bids must be enclosed in an opaque, sealed envelope; marked with the Bid Date, Bid Time, Bid Number, Name of Project; and the Bidders Company name and address. Bids must be placed in the hands of the District at the specified location by not later than the time and date named in the Invitation to Bid. After that time, no bids may be received.

(e) **Alternates:** If alternatives are called for, a bid must be submitted for all alternates. Failure to do so may render the bid nonresponsive and be sufficient cause for rejection of a bid.

(f) **Withdrawal of Bids:** Bids may be withdrawn by bidders prior to the time set for official opening. After time has been called, no bid may be withdrawn for a period of sixty days after the time and date of opening except as provided in O.C.G.A Title 36 Chapter 91 (applicable error in calculation of bid). Negligence or error on the part of any bidder in preparing his bid confers no right of withdrawal or modification of his bid after time has been called except as provided by Georgia law.

(g) **Errors or Revisions:** Prior to the bid opening date and hour, errors may be stricken or revisions may be made and corrections entered on the bid proposal form with sufficient clarity to be easily understood. All such annotations shall be made by authorized representative of the bidder and identified as such. These annotations shall be binding on the bidder. No revisions will be allowed or accepted on the outside of the envelopes.

13. **Contract Award:** Award shall be made on a total bid on unit price schedule basis to the lowest responsive and responsible bidder. The lowest bid will be the bid whose price, after incorporating all accepted alternates, is the lowest responsive bid that was received from a responsible bidder. No bid may be withdrawn for a period of sixty days after time has been called on the date of opening except in accordance with the provisions of law.

In the event of a tie on the basis of price, the Superintendent, or his designee, reserves the right to determine which of the lowest responsive bidders who have tied on the basis of price provides the best value to the District for the price, considering proposed time of performance, quantity of goods or services, and/or quality of goods or services.

14. **District’s Rights Concerning Award:** The District reserves the right to reject all bids or proposals or any bid or proposal that is nonresponsive or not responsible and to waive technicalities and informalties. The District reserves the right to re-advertise or terminate this invitation to bid at any time before the Board of Education awards a contract for any reason.

The District anticipates that the contract will be awarded to the responsive and responsible bidder who provides the lowest bid within the budget. In judging whether the bidder is responsible, the District will consider, but is not limited to, the following:

- Whether the bidder or its principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority;
- Whether the bidder or its principals have been terminated for cause or are currently in default on a public works contract;
- Whether the bidder can demonstrate sufficient cash flow to undertake the project as evidenced by a Current Ratio of 1.0 or higher;
- Whether the bidder can demonstrate a commitment to safety with regard to Workers’ Compensation by having an Experience Modification Rate (EMR) over the past three years not having exceeded an average of 1.2; and
- Whether the bidder’s past work provides evidence of an ability to successfully complete public works projects within the established time, quality, or cost, or to comply with the bidder’s contract obligations.
15. District’s Right to Negotiate with the Lowest Bidder (O.C.G.A. § 36-91-21): In the event all responsive and responsible bids are in excess of the budget, the District, in its sole and absolute discretion and in addition to the rights set forth above, reserves the right either to (i) supplement the budget with additional funds to permit award to the lowest responsive and responsible bid, or (ii) to negotiate with the lowest responsive and responsible bidder (after taking all deductive alternatives) only for the purpose of making changes to the Project that will result in a cost to the District that is within the budget, as it may be amended. Negotiation may include changes in the scope of work and other bid requirements.

16. Development of Local and Minority/Woman Business Enterprises: It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBE") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District’s facilities construction, maintenance and repair programs. The Board shall insist that prime contractors on district construction projects will make and document good-faith efforts to maximize the utilization of qualified LMWBE’s as subcontractors and suppliers for District Projects. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their businesses. This solicitation is subject to Board policy PG and regulations thereunder.

Bidder shall take all reasonable steps in accordance with this solicitation to insure that local and disadvantaged enterprises have that maximum opportunity to participate in the resulting contract. No Bidder shall 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 make good faith efforts to select contractors, service providers, vendors, and suppliers from local and disadvantaged enterprises.

The Bidder must demonstrate a good faith effort to provide opportunity for local and MWBE, in part by providing as a part of its Statement of Qualifications the forms provided in this BID, which shall be completed in a manner sufficient to provide documentation of such good faith efforts. Those forms pertaining to development of local and disadvantaged enterprises include:

- LOCAL AND/OR MINORITY / WOMAN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION (Form 2)
- LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS (Form 3)
- LOCAL AND MWBE DEVELOPMENT DOCUMENTATION (Form 4)

Good faith efforts should include, but not be limited to, the following:

- Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities.
- Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.
- Communicate with the City of Savannah’s Office of Economic Development to identify available and qualified LMWBE firms.
- Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.
- Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities.

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.

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.

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

Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
(912) 652-3582 (Phone)

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 Bidders or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this Bid.

All Bidders must read and complete all required and/or applicable documents included in the Forms Section of the Instructions to Bidders.

17. Bid Requirement Forms:

FORM 1: Certification Form: Certifies that the Bidder has carefully reviewed all provisions of the solicitation and hereby agree to be bound by said provisions of this package.

FORM 2: Local and/or Minority/Women Business Enterprise Development Information: Required to assist District with documenting status of participating Bidders.

FORM 3: Local and MWBE Good Faith Efforts Requirements: Required for certifying and documenting evidence of good faith efforts to utilize local and Disadvantage Business Enterprises on this contract.

FORM 4: Local MWBE Development Documentation: Required to assist District in evaluating good faith efforts of Bidders.

FORM 5: Disclosure of Responsibility Statement: Certifies and documents Bidders ability or responsiveness to provide services in accordance with governmental business practices.

FORM 6: Contracting Affidavit and Agreement: Required by the State of Georgia O.C.G.A. § 13-10-91 for all firms providing service(s) to public sector entities. This form requires compliance regarding hiring and verification of employees.

FORM 7: Form of Business Disclosure Statement: Confirms identity and legal status of Bidder.

FORM 8: Statement of Active Participation in SCCPSS Schools: Documents active participation in SCCPSS schools as encouraged by Board Policy FGC.

FORM 9: Subcontractor Affidavit: Required by the State of Georgia O.C.G.A. § 13-10-91 for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.

FORM 10: Sub-subcontractor Affidavit: Required by the State of Georgia O.C.G.A. § 13-10-91 for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.

Forms 1 through 10, must be completed, fully executed and submitted with the Bid. Failure to submit and execute the required Forms shall result in a status of non-responsive.

18. Contract Forms: The contract forms, including the Payment and Performance Bonds (if applicable), shall be as set forth in the General Conditions, Section 17 – Forms.

Attachments:

(1) Attachment “A”
(2) Project Specifications
(3) Project Plans (drawings)
(4) Form of Agreement
CERTIFICATION FORM
BID #C16-08 (ESPLOST)

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. Bidder further certifies that the Bid submitted is in accordance with all documents contained in this Bid, and that any exception taken thereto may disqualify his/her Bid, and that any misrepresentation of facts hereby subject Bidder to debarment from future District procurement. Bidder understands and agrees all Bids are FINAL.

The Bidder in response to this Bid is hereby stipulated to be none other than*:

______________________________ __________________________
Company Federal Taxpayer ID No.

________________________ _____________ ____________
Street Address City State Zip Phone No. Fax No.

______________________________ __________________________
Responsible Principal Phone Number of Responsible Principal

*If the Bidder is a joint venture that is a business entity created for the purpose of functioning as the joint venture, enter above the correct legal information for the joint venture business entity which intends to enter into a contract with the District for the Services solicited by this Bid. If the joint venture is operated through the existing legal status of the venture partners, enter above the correct legal information for only the one venture partner with majority participation in the joint venture, or if all venture partners are equal in the joint venture, enter information for only the venture partner which intends to enter into a contract with the District for the Services solicited by this Bid.

IF different than the Responsible Principal listed above, the Contact Person for this BID is hereby authorized to be*:

______________________________ __________________________
Contact Person for this Bld Phone Number of Contact Person

Receipt of the following Addenda is hereby acknowledged: # _____ # _____ # _____ # _____
(All Addenda issued MUST be acknowledged in order for Bid to be considered responsive.)

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 ____________________________, 201 ____, by:

______________________________
Responsible Principal

______________________________
Title

______________________________
Authorized Signature

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ________________ DAY OF ____________________________, 201 ____,

__________________________________________
Notary Public; My Commission Expires: ____________________________

DO NOT include any attachments to this form.

SCCPSS BID FORM 1
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. See Section R, "Development of Local and Minority / Woman Business Enterprises" for information to assist in completing this Form.

BIDDER: ____________________________ BID # C16-01 (ESPLOST)

Please check ownership status as applicable:

___ Local
___ African American
___ Majority
___ Woman
___ Hispanic
___ 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 BID?
(This information is for statistical use only.)

___ City of Savannah, Department of Economic Development
___ Received Request for Qualifications by Mail
___ The Savannah Tribune Legal Ad
___ Other ____________________________
___ The Herald Legal Ad
___ Savannah News Press Legal Ad
___ Visiting the Purchasing Office

DO NOT include any attachments to this form.

SCCPSS BID FORM 2
**LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS**

Bidders are required to submit with the Bid, evidence of good faith efforts utilized to ensure that Local and MWBE are provided with the maximum opportunity to compete on this contract. Such good faith efforts of a Bidder will include, but not limited to, the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>YES or NO. Please explain:</th>
</tr>
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<tbody>
<tr>
<td>Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities</td>
<td></td>
</tr>
<tr>
<td>Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities</td>
<td></td>
</tr>
<tr>
<td>Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms</td>
<td></td>
</tr>
<tr>
<td>Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors</td>
<td></td>
</tr>
<tr>
<td>Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities</td>
<td></td>
</tr>
<tr>
<td>Other efforts</td>
<td></td>
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</tbody>
</table>

Company: ___________________________  Name, Title: ___________________________  Authorized Signature: ___________________________  Date: ___________________________

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____________ DAY OF _______________, 201__

______________________________  Notary Public; My Commission Expires: ________________

Include attachments to this form only as deemed necessary.
Any attachments to this form must be marked clearly on each page with the words, "Attachment to Form 3."

**SCCPSS BID FORM 3**
**LOCAL AND MWBE DEVELOPMENT DOCUMENTATION**

Project Name: **Southwest Middle School, Fire Alarm Upgrade**

BID #: **C16-01 (ESPLOST)**

Enter below documentation of efforts made by the Bidder to enlist the participation of Local and/or MWBE.

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Person &amp; Date Contacted</th>
<th>Telephone # &amp; Email Address</th>
<th>Type of Services</th>
<th>Method of Communication</th>
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Note: Provide additional copies of this form if necessary, numbering each.

Include attachments to this form only as deemed necessary.

Any attachments to this form must be marked clearly on each page with the words, “Attachment to Form 4.”

**SCCPSS BID FORM 4**
DISCLOSURE OF RESPONSIBILITY STATEMENT

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.
Not Applicable { } or List:

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.
Not Applicable { } or List:

List any convictions or civil judgments under state or federal antitrust statutes.
Not Applicable { } or List:

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.
Not Applicable { } or List:

List any prior suspensions or debarments by any government agency.
Not Applicable { } or List:

List any contracts not completed on time.
Not Applicable { } or List:

List any penalties imposed for time delays and/or quality of material and workmanship.
Not Applicable { } or List:

List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
Not Applicable { } or List:

List any pending civil actions against company for nonperformance of contract.
Not Applicable { } or List:

I, ____________________________, of ________________________________
   Name of Individual, Title & Authority                             Company Name

Declare under oath that the above statements, including any supplemental responses attached hereto, are true.

_________________________________________  State of ________________________________
   Authorized Signature

   County of ________________________________

Subscribed and sworn to before me on this __________  day of ______________________ 201___ by representing
him/herself to be of the company named herein.

_________________________________________  Notary Public; My Commission Expires: _______________________

DO NOT include any attachments to this form.

SCCPSS BID FORM 5
CONTRACTING AFFIDAVIT AND AGREEMENT

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 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 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:  

DO NOT include any attachments to this form.

SCCPSS BID FORM 6
FORM OF BUSINESS DISCLOSURE AND INSURANCE COVERAGE STATEMENT

Please make clear the exact type of legal entity that will perform this contract. Describe below the nature of the business organization and the financial participation of any member business entities. State the appropriate information to show that the business organization has all required licensing and authorization to provide the type of service proposed.

Form of Business:  
{  } Corporation  
{  } Partnership*  
{  } Limited Liability Corporation  
{  } Sole Proprietorship  
{  } Limited Liability Partnership  
{  } Joint Venture*

*If the Bidder is a partnership or joint venture, attach** to this Form (Form 8) a copy of the contractual agreement between the participants in the partnership or joint venture. The partnership or joint venture Offeror must comply with all requirements, including those stipulated in Section 1, "Offeror's Essential Credentials and Business Structure."

Full Legal Name and Physical Address of Business Organization (must match information in Form 1):

________________________________________________________________________
________________________________________________________________________

As Applicable, Full Legal Name and Physical Address of Each Other Party to Partnership or Joint Venture:

________________________________________________________________________
________________________________________________________________________

The Bidder must be licensed to perform the Services solicited by this BID. Attach to this Form a copy of the Bidder's Georgia Low Voltage license, which must be identical to that name entered above and on the CERTIFICATION FORM (Form 1)**. Enter below the name of the individual who serves as the Qualifying Agent for the Bidder.

If the bidder intends to subcontract the work to a licensed Georgia low voltage contractor then a copy of the Bidder's General Contractor's license and its Subcontractor's Georgia Low Voltage license must both be attached to this form. The Bidder's General Contractor's license must be identical to that name entered above and on the Certification Form (Form 1).

Also, if Bidder is a corporation, attach to this Form a copy of a current Annual Corporate Registration issued by the State in which incorporated**. Also, attach to this Form a copy of the current local business license held by the Bidder from the municipality where it is located**.

The Bidder must meet certain minimum insurance requirements at the time a Bid is submitted.

Attach to this Form a written indication from the Bidder's Surety providing information regarding the bonding capacity of the Bidder**.

Name of Qualifying Agent for the Georgia license of the Bidder, and license number:

Full Name: ___________________________ License Number: _______________________

Name, Title ___________________________ Authorized Signature _____________________ Date __________________

Company

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ________ DAY OF ________________, 201________

__________________________ Notary Public; My Commission Expires: __________________________

Attachments to this form must be marked clearly on each page with the words, "Attachment to Form 8."

**At least four (4) attachments to this Form are REQUIRED.

SCCPSS BID FORM 7
The Board of Education encourages design and engineering professionals who do business with SCCPSS to actively participate in our schools and provide career direction to students interested in learning more about these fields, to include supporting student career days, construction mentorship programs, and other related activities.

(Excerpt from Board Policy FGC)

List below current and planned activities which support SCCPSS schools.

<table>
<thead>
<tr>
<th>School</th>
<th>Business and/or Individual Name</th>
<th>Date(s)</th>
<th>Activity</th>
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</table>

SCCPSS BID FORM B
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

SCCPSS BID FORM 9
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 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 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

SCCPSS FORM BID 10
BID REQUIREMENTS

BID FORM

To: Savannah-Chatham County Public School System
From: CONTRACTOR

Re: Bid #C16-01 (ESPLOST) Southwest Middle School, Fire Alarm Upgrade

Bid: Having carefully examined the Bidding Documents describing Bid #C16-01 (ESPLOST) Southwest Middle School, Fire Alarm Upgrade including all addendums, as well as the site and conditions affecting the Work, bidder hereby proposes to furnish all services, labor, materials, and equipment called for by them for the entire Work, in accordance with the aforesaid documents, for the entire sum of Work which sum is hereinafter called the Bid:

Total Bid: ___________________________________________________ Dollars ($ __________)

Completion Time after Receipt of Notice to Proceed and Purchase Order: _____________________/Days

Receipt of the following Addenda is hereby acknowledged: # _____ # _____ # _____ # _____ # _____ # _____

Liquidated Damages: Time being of the essence for this Project, and a material consideration thereof, the bidder agrees that all Work sought to be performed through this solicitation shall be completed by the contract date for material completion. In the event of delay or nonperformance caused by the Bidder, then Bidder agrees to pay the District liquidated damages in the amount of $500 per calendar day late completion fee constitutes liquidated damages, not a penalty, because the damages for the deprivation of use due to late delivery are difficult to determine and $500 is a reasonable estimate of the actual damages per day. Extension of time is the bidder's sole remedy for any delays not the fault of the bidder. The bidder shall not be entitled to any damages for delay or to any other reimbursement as a Cost of the Work, or to an increase in the Contract Sum, or to payments, damages, monies, or compensation of any kind from the District for direct, indirect, impact, or disruption damages (including but not limited to costs of acceleration of Work or any Phase thereof) arising because of delay or other hindrance of any kind whatsoever; except as specifically permitted by the parties' final Contract documents or subsequent change order approved by the District.

Errors or Revisions: Prior to the bid opening date and hour, errors may be stricken or revisions may be made and corrections entered on this bid form with sufficient clarity to be easily understood. All such annotations shall be made by the authorized representative of the bidder and identified as such. These annotations shall be binding on the bidder. No revisions will be allowed or accepted on the outside of the envelopes.

No Withdrawal: The bidder and District agree that this bid may not be revoked or withdrawn after the time set for the opening of bids, except as provided in Georgia law, but is an irrevocable offer that shall remain open for acceptance for a period of sixty (60) days following the time set for the opening of bids.

Execution of the Contract: If bidder is notified in writing by statutory mail of the acceptance of this bid within thirty-five days after time set for the opening of bids, bidder agrees to execute within twenty-one (21) days the Contract for the Work for the above stated Bid, as adjusted by the accepted Alternates, and at the same time to furnish and deliver to the District a Performance Bond and a Payment Bond on forms shown in Section 7 of the General Conditions of the Contract, both in the amount of equal to 100 percent of the Contract Sum.

Commencement and Completion of Work: Upon the Effective Date of the Contract, bidder agrees to commence all Preconstruction Activities. Within ten days of the date specified in the Proceed Order, bidder agrees to commence physical activities on the Site with adequate forces and equipment and to complete all work to Material Completion within ninety (90) days from the date specified in the Notice to Proceed Order and to be 100% complete including all deficiencies within no more than thirty (30) days of Material Completion.

Bid Bond: Enclosed herewith is a Bid Bond (cashier's check or other form of security are acceptable) in the amount of ___________________ Dollars ($ __________) (being not less than five percent of the Bid.)

Bidder agrees that the above stated amount is the proper measure of liquidated damages that the District will sustain by bidder's failure to execute the Contract or to furnish the Performance and Payment Bonds should bidder's bid be accepted.

Obligation of Bid Bond: If this bid is accepted within thirty-five days after the date set for the opening of bids and bidder fails to execute the Contract within twenty-one (21) days after Notice of Successful Bid, or if bidder fails to furnish both Performance and Payment Bonds, the obligation of the Bid Bond will remain in full force and effect and the money payable thereon shall be paid into the funds of the District as liquidated damages for such failure; otherwise, the obligations of the Bid Bond will be null and void.
Bidder Certification

Certification under Oath:
OGCA Section 36-91-21 provides in part:
(d) Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefore by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

(e) Before commencing the work, any person who procures such public work by bidding or proposal shall make an oath in writing that he or she has not directly or indirectly violated subsection (d) of this Code section. The oath shall be filed by the officer whose duty it is to make the payment. If the contractor is a partnership, all of the partners and any officer, agent, or other person who may have represented or acted for them in bidding for or procuring the contract shall also make the oath. If the contractor is a corporation, all officers, agents, or other persons who may have acted for or represented the corporation in bidding for or procuring the contract shall make the oath. If such oath is false, the contract shall be void, and all sums paid by the governmental entity on the contract may be recovered by appropriate action.

STATE OF GEORGIA
COUNTY OF ________________________

I do solemnly swear on my oath that, as to the Contract dated ________________________, 201______, between ________________________ and The Board of Public Education for the City of Savannah and the County of Chatham, Georgia, I have not directly or indirectly influenced or the attempted exertion of any influence on behalf of the firm on behalf of which this affidavit is made, in any way, manner, or form in the purchase of materials, equipment, or other items involved in construction, manufacture, or employment of labor under the aforesaid Contract by or on any employee, officer, or agent of the Board, or any person connected with SCCPSS in any way whatsoever and I have not directly or indirectly violated subsection (d) of OCGA 36-91-21.

BY: ________________________________  (BLUE INK PLEASE)

______________________________
Authorized Signature

______________________________
Printed Name

______________________________
Title

Sworn to and subscribed before me this ____ Day of ________________, 201______.

______________________________
Notary Public

My commission expires: __________________

(SEAL)

NOTE: THE NOTARY SEAL MUST BE APPLIED UNDER GEORGIA LAW, WHETHER OR NOT THE LAW OF THE STATE WHERE EXECUTED PERMITS OTHERWISE.
STATEMENT OF BIDDER'S QUALIFICATIONS:
(To be subscribed and sworn to before a Notary Public)

The bidder submits the following Statement of Bidder's Qualifications for consideration by the District.

Bidder's Name:  

LEGAL NAME OF BUSINESS

Bidder's Address:  

LEGAL BUSINESS ADDRESS (P.O. BOX IS INSUFFICIENT)

CITY  STATE  ZIP

MAILING ADDRESS IF DIFFERENT FROM ABOVE

Telephone Number:  

Fax Number:  

Area Code  Number  Area Code  Number

The full names of persons and firms interested in the foregoing bid as principals are as follows:

(1)  

Circle One: President  Partner  District  Other

(2)  

Circle One: Vice President  Secretary  Partner  Other

(3)  

Circle One: Vice President  Secretary  Partner  Other

Note: If incorporated: The names of both the President and Corporate Secretary must be indicated. If a partnership, all partners must be indicated.

Social Security Number or FEIN:  

State Where Organized or Incorporated:  

Georgia General Contracting (O.C.G.A. § 43-41 et. Seq.) Licensee:  

License as:  

License #:  

Plan of Organization: (Circle One)  Proprietorship  Corporation  Partnership  Joint Venture  Other (Describe)

Years Engaged in Construction Contracting in Present Firm/Organization:  

Bidder Hereby Certifies that Bidder:

a. Has never refused to sign a contract at the original bid on a public works contract except as allowed under Georgia law.

b. Has never been terminated for cause on a public works contract.

c. Has had no (criminal or felony) convictions, suspensions, or debarments of the bidder, its officers, or its principals for building code violations, bid rigging, or bribery in the last ten years.

d. Is not and neither its organization nor its principals are debarred, suspended, declared ineligible, or otherwise excluded by any Federal or State department or agency from doing business with the Federal Government or a State.

e. Has insurance required by the Contract Documents in place or has arranged to obtain it from an insurer authorized to do business in the State of Georgia.

f. Has sufficient bonding capacity to obtain a payment and performance bond from a surety meeting the requirements of the Contract Documents and authorized to do business in the State of Georgia.

g. Has sufficient cash flow to perform this Project.

Remarks or explanations of the above paragraph a through g:

__________________________________________

__________________________________________

__________________________________________
ENCLOSE WITH THIS BID IN A SEPARATE SEALED ENVELOPE A COPY OF YOUR FIRMS MOST RECENT AUDITED FINANCIAL STATEMENT AND A LETTER FROM YOUR INSURER IDENTIFYING YOUR EMR RATES FOR THE PAST THREE YEARS.

REFERENCES: Provide a minimum of three (3) references for fire alarm upgrade for facilities comparable in complexity, size and function. Complete the BIDDERS REFERENCE FORM to be submitted with bid package.

Bidder Certification

Certification under Oath. Under oath I certify that I am a principal or other representative of the bidder, and that I am authorized by it to execute the foregoing Statement of Bidder's Qualifications is true and correct, including any explanation above and submitted under oath.

BY: ____________________________________________________________________________
Authorized Signature (BLUE INK PLEASE)

______________________________________________________________________________
Printed Name Title

Sworn to and subscribed before me this ____ Day of _____________, 20____

________________________________________
Notary Public

My commission expires: __________________________

(SEAL)

NOTE: THE NOTARY SEAL MUST BE APPLIED UNDER GEORGIA LAW, WHETHER OR NOT THE LAW OF THE STATE WHERE EXECUTED PERMITS OTHERWISE.

Statistical Information. This request is made for statistical purposes only.

PLEASE INDICATE BELOW WHICH DESCRIPTION APPLY TO YOUR COMPANY:

____ LOCAL AND MINORITY/WOMAN BUSINESS ENTERPRISES (LMWBE) – One of the following statements describes this business: a) Owned by a member of a minority race; or b) a partnership of which a majority of interest is owned by one or more members of a minority race; or c) a public corporation of which a majority of the common stock is owned by one or more members of a minority race. A member of a minority race is defined as a person who is a member of a race that comprises less than fifty percent of the total population of the State of Georgia. For recordkeeping purposes, this includes, but is not limited to, persons who are African American, Hispanic, and Woman.

____ DESCRIPTION DOES NOT APPLY TO YOUR COMPANY
**BIDDERS REFERENCE FORM**

For each project, provide owner current contact information and the following:

- **Item 1**: Project name, location and dates during which services were performed
- **Item 2**: Brief description of project (square footage, type of construction, number of stories, describe site area)
- **Item 3**: State if work was phased or constructed on an occupied campus

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<tr>
<th>Company Name:</th>
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<tbody>
<tr>
<td>Contact Person:</td>
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<tr>
<td>Phone and Fax No.:</td>
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<th>Item 1:</th>
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<tr>
<th>Company Name:</th>
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<td>Contact Person:</td>
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<td>Phone and Fax No.:</td>
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<td>Contact Person:</td>
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<td>Phone and Fax No.:</td>
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<th>Item 2:</th>
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<table>
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<tr>
<th>Item 3:</th>
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</table>
Listing of Proposed Subcontractors:

Attached here to a list of proposed Subcontractors and CSI Work Division utilized by Bidder in determining the Bid Amount. Bidder understands that should its Bid be accepted, Bidder may not change or substitute Subcontractors listed on the list attached here to without the express permission of the District.

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>CSI Division</th>
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BID REQUIREMENTS

BID SECURITY FORM

NOTE TO CONTRACTOR: Use of Surety's standard Bid Bond form is acceptable as long as it substantially complies with the following form.

KNOW ALL BY THESE PRESENTS, That we, {Insert Contractor's Legal Name and Address} as Bidder, hereinafter called the Principal, and {Insert Legal Name and Address of Surety}, a corporation duly organized under the laws of the State of {Insert State of Corporate Organization}, as Surety, are held and firmly bound unto:

DISTRICT: ____________________________
Attention: ___________________________
Phone Number: _______________________
Facsimile Number: ____________________

as Obligee, hereinafter called the Obligee in the sum of ___________________________ (Not less than five percent of the Bid) Dollars ($ ____________), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a Bid for

Bid # C16-01 (ESPLOST) Southwest Middle School, Fire Alarm Upgrade

NOW, THEREFORE, if the Obligee shall accept the Bid of the Principal and (1) the Principal shall enter into a Contract with the Obligee in accordance with the terms of such Bid, and the Principal shall execute the Contract and give such bond or bonds as may be specified in the Bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) in the event of the failure of the Principal to enter such Contract and give such bond or bonds, and the Principal shall pay to the Obligee the difference not to exceed the difference hereof between the amount specified in said Bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said Bid; then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this ______ Day of ______________, 201__

Name of Contractor ____________________________

WITNESS BY: (Seal)

Principal
Title ____________________________

Name of Surety: ____________________________

SURETY WITNESS

By: ____________________________ (Seal) (*)

(*)Attach Power of Attorney

Sworn to and subscribed before me this ______ day of ______________, 201__

Notary Public My Commission expires this ______ day of ______________, 201__
Attachment “A”
C16-01- Replacement of Fire Alarms at Southwest Middle School

1.0 GENERAL INTENT:
The purpose of this solicitation is to solicit pricing for replacement of fire alarms at Southwest Middle School. Bids are to be submitted for the work as outlined in the Scope of Work as outlined in the attachment.

2.0 PERFORMANCE PERIOD:
This bid will establish a contract to remain open until all equipment, materials and services have been delivered and accepted by the Savannah-Chatham County Public School System Project Manager for this project. Contractor must state a guaranteed project completion time (upon the receipt of Notice to Proceed) as requested on the Bid Form. Work must be materially complete within ninety (90) days after Notice to Proceed and 100% complete including all deficiencies with no more than thirty (30) days of material completion.

3.0 PRICING AND DELIVERY:
Price will include all applicable freight, delivery, installation, and inspection services, all equipment, parts, tools, supplies, labor, travel time, disposal cost, transportation costs, taxes, per diem, fuel surcharges, etc., required to perform the scope of work provided herein “turn-key”. Contractor will complete all work during normal business hours unless approved in advance (in writing) by the District’s contract representative. Completion timeline shall be stated in the space provided on the Bid Form. The District reserves the right to accept or reject any bid as deemed to be in its best interest.

4.0 SCHEDULING OF WORK:
All work will be scheduled with the District’s Project Manager, Mr. Kevin Ralston, Project-Design Manager, Facilities & Construction or his designee. All work will be performed during normal business hours unless bid option for evening, weekend and holiday work schedule is accepted and awarded by the District. Contractor will be required to sign in and out at the front desk of the site during normal business hours. After business hours, the Contractor will notify Campus Police at (912) 395-5536 when they leave for the day.

5.0 WARRANTY REQUIREMENTS:
A standard manufacturer warranty shall apply to all equipment, parts, and supplies provided under a resulting contract. The Bidder will guarantee that all labor, products provided are free of material defects and/or workmanship for a minimum period of twelve (12) months from the date of acceptance. Any extended warranties offered after the standard manufacturer’s warranty shall be stated in bid submit and any cost associated therewith shall be clearly stated in the bid documents. If, during the warranty and/or extended warranty period, such faults develop, the successful Contractor agrees to immediately replace the unit or the part affected without any additional cost to the District. All equipment provided will be “new”. Factory seconds, discontinued, re-manufactured, re-built, used and or surplus equipment will not be accepted. Contractor must provide a copy of the manufacturer warranty to the District upon delivery, installation, and acceptance of the new playground equipment systems.

6.0 INSURANCE REQUIREMENTS:
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 Contractors bid. Prior to the commencement of any work, the Contractor shall obtain and furnish certificates of insurance to the District indicating the minimum lines of coverage shown below. The District, its officers and/or officials, employees and volunteers shall be named as insured under the Contractor’s insurance policy for the duration of the contract term.
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.

   a. 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.

b. **Automobile Liability** - Including but not limited to bodily injury and property damage to all vehicles owned, leased, hired, and non-owned with a limit of not less than $1,000,000 combined single limit covering all work performed under this contract. Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of $1,000,000. Contractor will submit a Certificate of Insurance and provide Liability/Collision coverage for all drivers who will transport vehicles to and from District property.

c. **Worker's Compensation Insurance** - Statutory limits in accordance with O.C.G.A.34-9-120 et. seq.

d. **Umbrella Liability** - Limits of not less than $1,000,000 per occurrence covering all work performed under this contract.

Upon notification of award the successful bidder will be given seven (7) days to supply insurance certificates with the Board named as certificate holder. Failure to provide proof of insurance coverage will result in rejection of the submitted bid. Failure to provide and maintain insurance coverage during the life of the contract will be grounds for termination of the contract.

7.0 **MINIMUM CONTRACTOR QUALIFICATIONS:**

A. The Contractor must be bonded, registered and licensed within the State of Georgia.

B. Contractor’s service technicians who will have the responsibility of providing the services requested must have a minimum of three (3) years verifiable experience with the types of equipment, manufacturers, and services described herein. Bidders shall enclose with this bid submittal, a list of the technicians that will be assigned to project and a brief description of their experience on projects of similar size and scope.

C. The Contractor will submit a minimum of three (3) references, preferably from municipal or government agencies located within the State of Georgia that the Contractor has provided services to in the past five (5) years that are similar to or the same as that requested herein. References shall include a brief description of the services provided and the size of the project, name of a current contract representative, and fax number.

D. The Contractor must be qualified and familiar with the types of products and services specified and must have demonstrated a past history of responsiveness, technical expertise and professionalism.

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

F. The Contractor must demonstrate its ability to meet all Bonding and insurance requirements (as applicable) and all Warranty Requirements.

G. The Contractor must demonstrate its financial stability by providing to the District (upon written request only) a copy of their most recent Audited Financial Statement.

H. The Contractor must comply with all licensing, insurance, and registration requirements.

8.0 **SUBCONTRACTING:**

The Contractor shall not subcontract any part of the work to be covered by this contract without the District’s prior written approval. All approved subcontractors Providers and their personnel assigned to this contract shall be listed on the Listing of Proposed Subcontractors form.

The District will permit sub-contracting of work performed under this contract providing the following conditions are met:

- A list of all sub and sub-subcontractors to be used must be submitted with this Contract.
- Proof of insurance must be attached for each sub and sub-subcontractors.
- A copy of each sub and sub-subcontractors City/County Business License must be attached.
- Documentation of each sub and sub-subcontractor's manufacturer training and approval to install and/or repair their equipment must be submitted with this Contract.

9.0 **LIQUIDATED DAMAGES:**

Time being of the essence for this Project, and a material consideration thereof, the bidder agrees that all Work sought to be performed through this solicitation shall be completed by the contract date for material completion. In the event of delay or nonperformance caused by the Bidder, then Bidder agrees to pay the District liquidated damages in the amount of $500 per calendar day late completion fee constitutes liquidated damages, not a penalty, because the damages for the deprivation of use due to late delivery are difficult to determine. The Parties
agree that $500 per calendar is a reasonable pre-estimate of the District’s damages for this delay. Extension of time is the bidder’s sole remedy for any delays not the fault of the bidder. The bidder shall not be entitled to any damages for delay or to any other reimbursement as a Cost of the Work, or to an increase in the Contract Sum, or to payments, damages, monies, or compensation of any kind from the District for direct, indirect, impact, or disruption damages (including but not limited to costs of acceleration of Work or any Phase thereof) arising because of delay or other hindrance of any kind whatsoever; except as specifically permitted by the parties’ final Contract documents or subsequent change order approved by the District.

10.0 SUBMITTALS & ATTACHMENTS:
Bidder is required to enclose with bid the following forms, certifications and licenses. Failure to do so may result in bid being deemed as non-responsive.

   A. Forms 1 through 10.
   B. Bid Form
   C. Bidder Certification
   D. Statement of Bidders Qualifications
   E. Bidders Reference Form
   F. List of Proposed Subcontractors (As applicable)
   G. Bid Bond
   H. Certificate of Insurance (Successful Contractor will list the District as Additional Insured and Certificate Holder)
   I. Copy of Current Business License/Tax Certificate.
   J. State of Georgia License (As applicable).
   K. Copy of Manufacturer Data Sheets/Specifications.
   L. Standard Manufacturer's Warranty
   M. Extended Warranty (as applicable).
   N. Completed W-9 form.
   O. Contractor’s Affidavit (E-Verify).
   P. List of Technicians that will be assigned to a resulting contract.

11.0 INVOICES:

Copies of all invoices will be submitted to the attention of Mr. Kevin Ralston, Project-Design Manager, Facilities & Construction, Savannah-Chatham County Public School System, 208 Bull St., Room 305, Savannah, GA 31401.

Original copy of invoice shall be mailed or hand delivered to:

Savannah Chatham County Public School System
Accounts Payable
208 Bull Street, Room 119
Savannah, GA 31401

12.0 FISCAL 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. Termination of this agreement on this basis will be treated as a termination for convenience and Contractor agrees that its remedies for termination under this provision will be the same as a termination for convenience.

13.0 TECHNICIAN QUALIFICATIONS:

The personnel used in conjunction with the resulting contract shall be fully trained and qualified to perform the work. Contractor’s installers who will have the responsibility for providing services under the resulting contract shall be authorized by the manufacturer to perform the type of services described herein. The Contractor will submit a minimum of three (3) references, preferably from municipal or government agencies located within the State of Georgia that Contractor has provided services to in the past five (5) years that are similar to or the same as that requested herein.
14.0 DAMAGE:

The Contractor shall be held responsible for, and shall be required to make good, at his own expense, any and all damages that are done by or caused by him or his agents in the execution of this contract.

15.0 INDEMNIFICATION:

The Contractor hereby agrees to indemnify and hold harmless the Board of Education for the City of Savannah and the County of Chatham (the "Board"), the Savannah-Chatham County Public School District, and all of their respective board members, officers, and employees (hereinafter collectively referred to as the "Indemnitees") from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees, made by a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage to the extent arising out of or resulting from the performance of any contract awarded as a result of this solicitation or any act or omission on the part of the Contractor, its agents, employees or others working at the direction of the Contractor or on its behalf, or due to any breach of this Contract by the Contractor, or due to the application or violation of any pertinent Federal, State or local law, rule or regulation. This indemnification extends to the successors and assigns of the Contractor. This indemnification obligation will survive the termination of the contract with the Contractor and the dissolution or, to the extent allowed by law, the bankruptcy of the Contractor. The parties do not intend for this indemnification provision to extend to claims for losses or injuries or damages caused solely by the negligence of the Indemnitees.

This indemnification does not extend beyond the scope of this contract awarded to the Contractor and the work undertaken thereunder. Nor does this indemnification extend to claims for losses or injuries or damages incurred due to the sole negligence of the Indemnitees.

This indemnification does not extend to claims for losses or injuries or damages incurred by the Indemnitees due to any negligent act, error, or omission of a design professional in the performance of professional services that fails to meet the applicable professional standard of care, skill and ability as employed by others in their profession.

Suits or Claims for Infringement. Contractor shall indemnify and hold the Indemnitees harmless from any suits or claims of infringement of any patent rights or copyrights arising out of any patented or copyrighted materials, methods, or systems used by the Contractor.

16.0 PROTECTION OF THE SITE, DEBRIS CONTROL AND DAILY CLEAN-UP:

The Contractor shall keep the premises clean and free from the accumulation of waste materials and rubbish. This shall be done on a daily basis. At the completion of the work, Contractor will remove all waste materials and rubbish as well as all tools, equipment and surplus materials.

17.0 DELAYS AND EXTENSION OF TIME:

If the Contractor is delayed at any time in the progress of providing services by an act or neglect by the District, or by changes ordered in the work, or by labor disputes, strikes, insurrections, fires, act of God, unusual by well documented and excusable delays in performance, or other causes beyond the Vendor's control, or by delay authorized by the District, then the contract term of service may be extended by a contract modification for such reasonable time as the District and the Vendor may agree.

18.0 PROTECTION AND STORAGE OF MATERIALS:

All materials shall be protected at all time from damage and defacement of any kind including breakage, scratches, dents, stains, and deformation. Damaged material shall not be incorporated in the work and any work or material damaged during installation shall be repaired or replaced to the satisfaction of the District.

19.0 SUPERVISION:

The Contractor will provide all necessary and sufficient supervision over the work that is being performed and will be held solely responsible for the conduct and performance of his employees or agents involved in work under the contract.

20.0 CONTRACTOR PERSONNEL:

Contractor's staff is expected to present a professional appearance. All personnel of the Contractor will be neat, well groomed, properly uniformed in industry standard uniforms and are expected to conduct themselves at all times in a
responsible and courteous manner while performing any work under a resulting contract and/or whenever they on District property. The following code of conduct will be adhered to by the Contractor, his agent(s) and/or his employees:

A. Contractor will submit with its bid in response to this solicitation a list of all employees, including back-up personnel that will be providing services under a resulting contract. If Contractor is selected for a contract with the District, any additional employees assigned to the project must be approved by the District before those employees will be allowed to enter on District property to supply services.

B. All employees of the Contractor shall wear a recognizable uniform. No hats will be worn inside the building. All service technicians performing work must carry a government-issued photo ID. Service technician(s) will present ID to District Staff upon request. This provision will be strictly enforced.

C. The use of tobacco or tobacco products on Board property is prohibited by State law.

D. The Contractor will not be permitted to utilize Day Labor or Temporary Workers to provide any services at any District facility. This includes any service technicians that are hired prior to contract award. Failure to comply with this requirement could result in immediate termination of contract with the Contractor liable for any liquidated damages and/or forfeiture of Performance Bond.

E. The Contractor or employees of the contractor are not permitted to play loud music, to make unnecessary noises, or to use vulgar or inappropriate language that causes offense to others.

F. The employment of unauthorized or illegal aliens by the Contractor is considered a violation of Section 247A (c) of the Immigration and Naturalization Act. If the Contractor knowingly employs unauthorized aliens, such a violation shall also be cause for termination of contract.

G. Possession of firearms will not be tolerated on Board property. No person who has a firearm in their vehicle will be permitted to park on District property. Any employee of the Contractor found in violation of this policy will be immediately asked to leave, and will not be allowed to return to perform further work without the consent of the District.

H. By submission of a bid, the Contractor certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the Contractor's employees during the performance of the contract. The Contractor also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. § 50-24-3 may cause suspension, termination of contract, or debarment of such bidder.

21.0 OCCUPATIONAL SAFETY AND HEALTH ACTS:

Contractor(s) who perform any work under this bid shall fully comply with the provisions of the Federal Occupational Safety and Health Act of 1970 and any amendments thereto and regulations pursuant to the act.

22.0 COMPLIANCE WITH LAWS:

Contractor will, at its own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, and sales taxes, and to comply with all applicable local, State and Federal Laws, ordinances, rules and regulations. Contractor 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, such as regulations issued by the Georgia Department of Education.

23.0 E-VERIFY REGISTRATION REQUIREMENTS AND INFORMATION:

Vendors are required to complete the Contractor Affidavit Form verifying its compliance with Georgia state law. The State law requires that every public employer and every private employer that contracts for the physical performance of services for all contracts with a county must be registered with and use the E-Verify program. Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed $2,499.00; provided, however and an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual. Please note that all E-Verify numbers must be four-six digits numbers. All forms must be notarized and all affidavits are subject to open records.
24.0 **CONTROLLING LAW AND VENUE:**

This Contract and all rights, privileges and responsibilities shall be interpreted and construed according to the laws of the State of Georgia. Any claim or controversy arising out of or relating to this Agreement or any breach thereof shall be brought, maintained and pursued only in a state court of competent subject matter jurisdiction located in Georgia’s Eastern Judicial Circuit in and for Chatham County, Georgia. The Parties hereby agree in advance to consent to personal jurisdiction in any state court of competent subject matter jurisdiction in Chatham County, Georgia, and agree in advance to waive the defense of personal jurisdiction in any action arising out of or relating to this Agreement or any breach thereof that is brought in Chatham County, Georgia. The Parties further agree that any state court of competent subject matter jurisdiction in Chatham County, Georgia, will be a proper venue for any action arising out of or relating to this Agreement or any breach thereof and agree in advance to waive the defense of improper venue in any such suit.

25.0 **TERMINATION:**

The District will have the right to terminate any Contract resulting from this solicitation for convenience or for cause as provided in the Form Agreement.

End of Attachment “A”.