



**Request for Quotation (RFQ)**

**Project: 12 Month Contract to Provide Emergency Service Supplies**

**Project Number: RFQ 2021-0005**

**RFQ Due Date: November 5, 2021 at Close of Business (5:00 PM)**

**Vendors must fill in the information below:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Phone & Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: (Point of Contact): \_\_\_\_\_

Addresses for submitting RFQs are as follows:

Mailing Address

Christy Seals  
Savannah Airport Commission  
400 Airways Avenue  
Savannah, GA 31408

Submissions must be date and time stamped by the Savannah Airport Commission (SAC) no later than the due date and time specified to be considered. It is the sole responsibility of the vendor to make sure the submitted is received in the SAC Administration Department by the due date and time. The Commission assumes no responsibility for delivery of RFQs.

**1.0 INTRODUCTION:**

**1.1 Project:** The Savannah Airport Commission (SAC) is requesting quotations for a twelve month contract, whereby the successful vendor will supply and deliver janitorial supplies per section 2.0 of this RFQ.

**1.2 Pre-Conference:** None.

**1.3 Receipt for RFQ and Addendum(s):** It is the sole responsibility of the vendor to ensure that they have received the entire RFQ or any Addendum(s) issued. The Commission reserves the right to, and may amend, modify or cancel this RFQ at any time, at its sole discretion. In the event it becomes necessary to revise or supplement any part of this RFQ, any written amendment shall be emailed to the vendors. It is the vendor's responsibility to check their email daily, and as such, the vendor will be held accountable for any clarifications or amendments to the RFQ. Vendors shall acknowledge receipt of any Amendments to this RFQ by signing and returning the Addendum with the RFQ.

**1.4 RFQ Submittal:** RFQs must be received in the SAC Administration Offices by the due date and time specified to be considered.

**1.5 RFQ Opening:** The opening of this RFQ will be a public opening. No RFQ information will be available until after an award has been made. Once an award is made, the awarded Vendor(s) will be notified via U.S. Postal Service or via email to the POC specified in the proposal.

**1.6 Contract Term:** 12 Months

**1.7 No Substitution:** There will be no substitution on those products specified as no substitution within this RFQ.

**1.8 Prices to be Firm:** The vendors warrant that prices offered will remain firm for the term of the contract unless otherwise specified in this document.

**1.9 Cancellation:** The contract may be cancelled by SAC or the vendor with a (30) thirty-day written notice, unless otherwise specified.

**1.10 Quantities are Estimated:** No guarantee of any amount is given or implied by SAC as to the total amount that may be purchased from any resulting contract. The Commission reserves the right to increase or decrease quantities to meet the actual needs.

**1.11 Payment Terms:** Prompt payment discounts will be considered in determining cost, unless otherwise stated. Specify payment terms: **30 Business Days**

**1.12 Delivery Time:** Vendor must specify timeframe for delivery. Delivery may be a major factor in the evaluation process. Please specify timeframe for delivery to SAC: \_\_\_\_\_

**1.13 Delivery Point:** All items supporting this Request shall include delivery to the Savannah Airport Commission, 640 Gulfstream Road, Savannah, GA 31408.

- 1.14 Contract PO Document:** The Commission will consider its executed Purchase Order (PO) as the contract document between SAC and the awarded vendor.

## **2.0 SPECIFICATIONS**

- 2.1** Crème Cleanser aka Soft Scrub-Quart size-12 per case.
- 2.2** Hand Soap for auto dispensers. Packaged 4 gallons per case. Liquid soap must meet the following specifications: Color-White, Biodegradable, Phosphate Free. (Boardwalk White Lotion Soap is known to meet these specifications as a reference only.)
- 2.3** Chewing Gum Remover-Aerosol 6oz. can. 12 cans per case.
- 2.4** Aerosol Odor Eliminator- 1lb. can. 12 cans per case. Tropical scent
- 2.5** Toilet Tissue- 2ply, 450-500 sheets per roll, no less than 80 rolls per case. Must submit sample, at least 2 rolls in original wrappers for comparison. **SAMPLES OF THIS PRODUCT IS REQUIRED FOR CONSIDERATION.**
- 2.6** Hand Towels- white multifold paper towel 9.2" x 9.4" / 23.4cm x 23.9cm. 250 per pack, 16 packs per case. Must submit sample, at least 2 packs in original wrappers for comparison. **SAMPLES OF THIS PRODUCT IS REQUIRED FOR CONSIDERATION.**
- 2.7** White Hard Wound Roll Towel-Roll Width, no less than 7.9 inches. Roll Diameter, no less than 7.5 inches & no more than 8 inches. Core Size, must be 2 inches. Feet per Roll, must be 800 feet. Roll per Case, no less than 6. Feet per Case, no less than 4800ft. Case Weight, no less than 26lbs. Must be Green Seal Certified. Vondrehle 880-B is known to meet these specifications and only used as a reference. Must submit sample, at least 1 case for comparison.
- 2.8** Diaper Changing Station Liner- size 13 3/8" X 18" unfolded 6 5/8" X 4 5/8" folded. Packaged 500 per case.
- 2.9** Trash Can Liner- 33X40, No less than 16 Micron, Hi Density. No less than 25 liners per roll, 10 rolls per case, 250 per case. Case weight no less than 13.6 lbs. Any color except RED.
- 2.10** Trash Can Liner- 40X48, No less than 22 Micron, Hi Density. No less than 25 liners per roll, 6 rolls per case, 150 per case. Case weight no less than 16.9 lbs. Any color except RED.
- 2.11** Waxed Sanitary Restroom Liners #6141. Size- 10 width, 9 Length, 3.25 Height. No less than 250 per case.
- 2.12** Toilet Seat Covers- Half Fold, No less than 250 covers per pack, 20 packs per case.
- 2.13** Powder Free Disposable Nitrile Gloves-Thickness no less than 5 mill. 100 gloves per box. 10 boxes per case. Size Extra Large. Pro Safe is known to meet these specifications and only used as a reference. Must submit one (1) sample box for comparison or review. **SAMPLES OF THIS PRODUCT IN ATLEAST 1 SIZE IS REQUIRED FOR CONSIDERATION.**
- 2.14** Powder Free Disposable Nitrile Gloves-Thickness no less than 5 mill. 100 gloves per box. 10 boxes per case. Size Large. Pro Safe is known to meet these specifications and only used as a reference. Must submit one (1) sample box for comparison or review.
- 2.15** Powder Free Disposable Nitrile Gloves-Thickness no less than 5 mill. 100 gloves per box. 10 boxes per case. Size Medium. Pro Safe is known to meet these specifications and only used as a reference. Must submit one (1) sample box for comparison or review.
- 2.16** Tampons-For use in vending machine. No less than 500 per case.



**2.17** Maxi Pads-For use in vending machine. No less than 200 per case.

**2.18** **GENERAL INFORMATION** (Please provide pricing for any applicable line items)

BIDDING INFORMATION (COMPANY NAME _____)		
JANITORIAL SUPPLIES	BID PRICE	NOTES
CRÈME CLEANSER		
HAND SOAP		
GUM REMOVER		
AEROSOL ODOR ELIMINATOR		
TOILET TISSUE		
HAND TOWELS		
ROLL TOWELS		
WHITE WOUND ROLL TOWEL		
DIAPER CHANGING LINER		
TRASH LINER 33x40		
TRASH LINER 40x48		
WAXED SANITARY LINER		
TOILET SEAT COVERS		
DISP GLOVES XL		
DISP GLOVES L		
DISP GLOVES M		
TAMPONS		
MAXI PADS		

**2.19** There is 1 delivery location located at 640 Gulfstream Road, Savannah, GA. 31408. The delivery location does have a full-sized loading dock, lift gate, inside delivery, and a forklift.

**2.20** Orders will be placed monthly on an “as needed” basis.

**2.21** This bid is open to any corporation.

**2.22** The annual usage for the trash liners are 40x48, 360 cases of 150 liners per case with 40 cases per order. For the 33x40 liners 460 cases of 10x25 rolls per case with an average of 50 cases per order.

**2.23** This bid will be awarded line by line.

**3.0** **GENERAL REQUIREMENTS:**

**3.1** **Terms and Conditions:** By signing this document, the vendor further agrees to abide by all the terms and conditions contained in this Request. Any exceptions to the requirements of this request or the SAC terms and conditions of this request shall be noted in writing, with detailed explanation, and included with this request on the attached exceptions sheet. The contractor acknowledges that taking exceptions may subject this request to rejection.

**3.2** **Discussions and Questions:** All questions must be submitted in writing and directed to the Savannah Airport Commission’s Purchasing Department at [purchasing@savannahairport.com](mailto:purchasing@savannahairport.com) to

be considered. The vendor shall not attempt to discuss any aspects of the request with any other party except for the email address described in 3.2 of the RFQ. No verbal agreements will be considered during the bid/quote process. The Commission reserves the right to reject the bid/quote of any vendor violating this provision.

**3.3 Completeness:** All requested information and required forms must be completed, signed, and submitted with this document to constitute a proper bid/quote. The entire package must be returned, complete with all required forms, signature, and information. Failure to complete or comply with any part of the specifications or requirements in this request may constitute a basis or rejection. It is within the right of the Commission to reject any request that does not contain all elements and information requested in this bid/quote.

**3.4 RFQ Procurement Schedule**

Questions From Bidders Are Due	(NLT) No Later Than 2pm on October 20, 2021
SAC Issues Addendum to Answered Questions (if applicable)	October 22, 2021
Bidder' Final Responses Are Due to SAC	COB, November 05, 2021
SAC Evaluates Responses	November 8 – November 19, 2021
SAC Makes Contact With the "Successful Bidder"	NLT December 21, 2021
SAC Makes Contact With the "Unsuccessful Bidder(s)"	NLT December 21, 2021

**3.5 Errors:** Vendors or their authorized representative are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids/quotes. Vendors are cautioned not to obliterate, erase, or strike-over any printed material as set forth in this request. In quoting prices, wherever vendor has made an error and has corrected, all such corrections should be initialed by the person signing this request. If errors occur in the extension of prices in the request, the unit prices shall govern. Failure to comply with this provision may result in rejection of this request. All documents submitted must be legible.

**3.6 Changes/Modifications:** No changes or modifications shall be made to any Savannah Airport Commission forms or your request may be considered null or void.

**3.7 Compliance with Laws:** The vendor shall obtain and maintain all licenses, permits, liability insurance, workman’s compensation insurance, and maintain compliance with any other federal, state, or local requirements during the term of the contract with SAC.

**3.8 Specifications:** Whenever mention is made of any article, material, or workmanship to be in accordance with any laws, ordinances, codes, regulations, etc., these requirements shall be construed to be the minimum requirements of these specifications.

**3.9 Multiple Request:** Depending upon product/service being requested, the vendor may be required to submit more than one request. Any alternate requests must be brought to the

Savannah Airport Commission's attention and noted on submitted documentation as a separate and alternative request.

- 3.10 Invoicing:** The Commission normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order (PO) with reference to the PO number and submitted to the correct address for processing.
- 3.11 Preparation for Delivery of Product:**
- (A) **Packaging** – N/A
  - (B) **Marking** – N/A
  - (C) **Shipping** – N/A
- 3.12 Description of Materials:** Requests for materials, supplies, vehicles, and/or equipment should be accompanied by copies of detailed factory specifications, ratings, technical data, including accurate descriptions on which requests are based.
- 3.13 Brand Name:** If and wherever brand names, make, manufacturers, trade names, vendor catalogs, or model numbers are stated, they are for the sole purpose of establishing a grade or quality of material.
- 3.14 "OR EQUAL" Interpretation:** It is the vendor's responsibility to prove to SAC that each item offered by the vendor is equal to the grade or quality of material specified. The vendor shall clearly indicate the product, including brand, catalog, model number, etc. being offered and shall supply sufficient data in detail to enable an intelligent comparison to be made with the brand or manufacturer specified. Failure to submit the required information may be sufficient grounds for rejection of bid/quote. The Commission shall be the sole judge concerning the merits of the request submitted.
- 3.15 Quality:** All materials used for the manufacture or construction of any supplies, materials, equipment, or service shall be new unless otherwise specified. All materials shall be of the best quality, and to the highest grade of workmanship that meet the specifications in this document. Materials or service must comply with all applicable Federal, State, or OSHA requirements.
- 3.16 Acceptance of Material:** The materials delivered shall remain on the property of the vendor pending physical inspection and acceptance to the satisfaction of SAC. In the event the material supplied to SAC is found to be defective or does not conform to specifications, the Commission reserves the right to cancel the order upon written notice to the vendor and return the product(s) to the vendor at the vendor's expense, and to invoke the provisions of the section titled "Default".
- 3.17 Default:** This contract may be cancelled by the Commission in whole or in part via written notice, upon the vendor's non-performance or violation of contract terms. An award may be made to the lowest quoting vendor for material or services specified, and purchases may be made on the open market. The defaulting vendor shall be liable for costs to the Commission in

excess of the defaulted contract prices. The vendor shall continue the performance of this contract to the extent any part is not terminated under the provisions of this clause.

- 3.18 Guarantee:** The vendor shall unconditionally guarantee the materials and workmanship on all materials and/or services for the vendor's specified guaranteed period, unless otherwise stated. Within the guarantee period, if any defects occur which are due to faulty materials and/or services, the vendor shall replace any faulty materials and/or improve the services to the complete satisfaction of the Commission. These repairs, replacements, or adjustments shall be made only at a time least detrimental to the operation of the Commission's business.
- 3.19 Samples and Demonstrations:** Samples may be requested. When requested, samples must be received by the Commission no later than seven (7) days after a formal request is made, unless otherwise authorized. The Commission may request full demonstration of any item(s) prior to the award of any contract. In some instances, the Commission may require that samples be submitted with your bid/quote. Samples shall be an exact and true representative sample of the actual material offered. Each sample shall be properly tagged or labeled with the name of the vendor, manufacturer, and the SAC project number. Samples shall be provided at no cost to the Commission. Samples not used for testing purposes will be returned to the vendor at the vendor's expense upon request.
- 3.20 Add/Delete Items:** During the term of the contract, items may be added and/or deleted to this contract upon agreement between the successful vendor and SAC.
- 3.21 Adequate Stock:** The successful vendor shall be required to maintain an adequate stock for immediate delivery upon notification. All orders placed against the contract must be delivered promptly per delivery specified by the vendor.
- 3.22 Additional Information:** Prior to the final selection, vendors may be required to submit additional information which may be necessary to further evaluate the vendor's request and/or qualifications. If such information is required, the vendor will be notified and will be permitted approximately seven (7) days to submit the information requested.
- 3.23 Reimbursement:** The Commission will not reimburse the vendor for any costs associated with the preparation and submittal of any request, or for any travel and/or per diem costs that are incurred.
- 3.24 Gratuity:** The vendors shall not offer gratuities, favors, or anything of monetary value to any official, employee or agent of the Commission as a means of influencing consideration of this request.
- 3.25 Cost:** The Commission is under no obligation to award this project to the vendor offering the lowest cost request. Evaluation criteria in this document shall be used in determining the award.
- 3.26 Submitted Material:** All requests, responses, inquiries, or correspondence relating to, or in-reference to this document submitted by vendors shall become the property of the Commission when received. Once an award is made, all excess copies of the vendor's request may be destroyed.

- 3.27 Outside Estimates:** The Commission reserves the right to obtain an outside estimate, or to have the product or service provided outside of this contract when it is in the best interest of the Commission.
- 3.28 Confidentiality/Proprietary Information:** All information submitted in or within your request will be subject to the Georgia's Open Records Act (GORA). There is no guarantee that any such information would be exempt from disclosure under the GORA, and SAC is under no obligation to determine whether such information is exempt from disclosure. Therefore, vendors should not include in or with a request any information considered to be confidential or proprietary.
- 4.0 SPECIAL CONDITIONS:**
- 4.1 Mandatory Requirements:** The Commission has established certain requirements with respect to solicitations to be submitted by vendors. Whenever the terms "shall", "must", "will" or "is" are used in the package, the specifications being referred to is a mandatory requirement. Failure to meet any requirement(s) may cause rejection of the vendor's package.
- 4.2 Tax Exempt:** The Commission is exempt from State Sales Tax. If a tax-exempt certificate is necessary, please contact the SAC Purchasing Department.
- 4.3 Demonstrated Capability:** The vendor must attach and make part of this request information on the vendor's demonstrated capability within the last three (3) to five (5) years in successfully performing jobs similar in size and complexity as requested in this document. A past-history of three (3) successful projects is desirable.
- 4.4 References:** The vendor must provide and make part of this request information regarding size and age of business, number of employees, experience, and a minimum of three (3) customer references for similar type products or services. Customer references must include company name, contact person, physical address, phone number, and email address.
- 4.5 Minority Business:** The Commission encourages all small and minority business enterprises to participate. The minority form must be completed and submitted with this request.
- 4.6 Indemnification:** Seller/vendor agrees for itself and its contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitor and licenses to indemnify, protect, save and hold harmless the Buyer/SAC, its members, directors, officers, employees, and agents against any expense, loss or liability paid, suffered or incurred, including any environmental fines and/or penalties, as a result of any breach by Seller/Vendor, Seller's/ Vendor's agents, servants, employees, patrons, contractors or subcontractors, suppliers, customers, visitors or licenses of any covenant or condition of any agreement with Buyer/SAC or as a result of the seller's/buyer's work or a product or service provided by seller/vendor or the seller's/vendor's use, occupancy or presence on buyer's/SAC's property or the carelessness, negligence or improper conduct of seller/vendor, seller's/vendor's contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitors, or licenses. Such indemnification shall be to the extent caused in whole or in part by negligent acts or omissions by the seller/vendor, its contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitors or licensees. Seller/vendor agrees to defend buyer/SAC from any legal or equitable actions brought against buyer/SAC based on the work or a product or service provided



by seller/vendor or the carelessness, negligence or improper conduct of seller/vendor, seller's/vendor's contractors, subcontractors, suppliers, employees, agents, servants, patrons, customers, visitors, or licensees and pay all expenses and attorney fees in connection therewith. Nothing herein shall be construed as requiring seller/vendor or any other person, firm or corporation to indemnify against any portion or percentage of such claim or loss, if any, caused by the negligence of buyer/SAC, its members, directors, officers, agents or employees.

- 4.7 Changes and Alterations:** The Commission reserves the right to make any alterations in the contract as may be necessary due to changing conditions found during the project. The vendor shall not claim forfeiture of contract by reasons of such changes by the SAC Representative. If such changes increase or decrease the amount of the work or materials, the vendor will be paid according to the quantity of product actually delivered at the prices established for such work under the contract. Any alterations or changes that diminish the scope of work or materials shall not constitute a claim for damages or for the loss of anticipated profits. Any alterations from the original job estimate provided by vendor must be submitted in writing and must be approved by the designated SAC Representative.
- 4.8 Bonding:** Bonding is not required.
- 4.9 Statutory Affidavit:** Statutory Affidavit is not required.
- 4.10 Cure and Cover Clause:** If a successful vendor fails, or SAC concludes that there is a reasonable likelihood that the vendor will not be able to timely perform its obligations under this contract, SAC may (in addition to any other contractual, legal, or equitable remedies) proceed to take any of the following actions after a five (5) day written notice to the vendor.
- (A) Withhold any monies then or next due to the vendor; or
  - (B) Terminate the contract and obtain the deliverables (or equivalent) or portion thereof (or equivalent) from a third party, pay the third party for the same, and withhold the amount so paid from any money then or thereafter due party vendor and hold vendor liable for any amounts paid to the third party (or parties) to the extent that withholding payments to the vendor does not cover SAC's cost of cover.
- 4.11 The Savannah Airport Commission Reserves the Right:**
- (a) to award bids/quotes received on individual items, or on the entire list of items; and
  - (b) to reject any or all bids/quotes or any part thereof; and
  - (c) to waive any irregularities and/or technicalities on the bids/quotes; and
  - (d) to accept the bid/quote that is in the best interest of SAC; and
  - (e) to obtain clarification or additional information; and
  - (f) to purchase either selected items, or to not select any vendor or purchase any goods and/or services resulting from this request; and

(g) to reject any vendor who has previously failed to perform properly or complete on time projects of a similar nature, or

(h) to reject any vendor whom investigation shows vendor is not in a position to perform the project and/or service as specified in this document.

**4.12 Basis of Award:** The basis of evaluation will be low bid/quote considering price, vendor availability to seek or exceed SAC's specifications and requirements. The bid/quote is subject to be awarded to the most responsive and responsible vendor whose bid/quote is evaluated to be the most advantageous to the Commission, considering price and other factors. The award can be made to one or multiple vendors, whichever is in the best interest of the Commission. Other suppliers and tertiary suppliers may be selected to fill orders or provide contracted services if the primary supplier cannot make provision to the Commission when time is of the essence.

## **SECTION 5.0 – Exceptions Sheet**

### **5.0 SATISFACTION OF DBE / GOOD FAITH EFFORT**

**5.1 SATISFACTION OF DBE** - The process by which SAC determines whether an Offeror has met Commission's DBE goal is set forth in the guidelines below:

- (A)** A bid shall be considered non-responsive unless a bidder meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- (B)** In order to meet the DBE goal of a solicitation, a bidder entity must submit the following information:
  - 1. The names and addresses of each DBE that will participate in the contract
  - 2. A description of the work that each DBE will perform
  - 3. The percentage of the contract value that each DBE will receive
  - 4. Written documentation, in a form acceptable to the Commission, of the bidder's commitment to use each DBE whose participation the bidder submits to meet the contract goal; and
  - 5. Written confirmation, in a form acceptable to the Commission, from each DBE that it will participate in the contract as indicated by the bidder.
  - 6. The bidder should submit the above information as follows:
    - (a) Under sealed bid procedures, the information should be provided with the sealed bid response; or
    - (b) Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.

### **5.2 DETERMINATION OF GOOD FAITH EFFORT**

- (A)** A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder provides documentation demonstrating the bidder's good faith effort to meet the goal, as determined by the Commission. In making such determination, the Commission shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.
- (B)** The efforts that may be considered by the Commission include, but are not limited to:
  - 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of DBEs.

2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by SAC in his or her sole discretion.
5. In determining whether a bidder has made a good faith effort, the Commission may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.



## SECTION 6.0 –Exceptions Sheet

Deviations and/or exceptions from original text, terms, conditions, or specifications shall be described fully. If the commodity(ies) and/or service proposed in the response to this bid/quote is in any way different from that contained in this bid/quote, the vendor is to clearly identify by specification section number and item, all such differences in the space below. Otherwise, it will be assumed that the vendor's offer is in total compliance with all aspects of the bid/quote.

Below are the exceptions to the stated specifications:

Name of Vendor: \_\_\_\_\_

Printed Name of Authorized Person: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Title of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION 7.0 – LOCAL PARTICIPATION**

### **Local Vendor Definition**

A bidder or business shall be considered a local vendor if it meets all the following requirements:

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the City, and
- b) The bidder or business must include with the bid or quotation submission a current city business tax certificate issued by the City for at least one year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business). It is the responsibility of the vendor to provide the required certificate to meet the requirements as a local vendor. If the said certificate is not submitted, a non-local status will be applied.
- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.



## SECTION 8.0 – DBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the Commission’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: \_\_\_\_\_ Event No. \_\_\_\_\_

Project Title: \_\_\_\_\_

**NOTE: Proof of M/WBE certification must be attached for all firms listed.**

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: \_\_\_\_\_ % WBE Participation Value: \_\_\_\_\_ % M/WBE Participation Value: \_\_\_\_\_ %

**The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Savannah Airport Commission.** The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

### **Joint Venture Disclosure**

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_



### **SECTION 9.0 – Vendor Certification**

By responding to this request, the offeror understands and agrees to the following:

1. That the submitted request constitutes an offer, which when accepted in writing by SAC, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and SAC; and
2. That the offeror has read the specifications and requirements shown or referenced in this request and that the offeror’s request is made in accordance with the provisions of such specifications and requirements; and
3. That the offeror guarantees and certifies that all items included in the offeror’s request meet or exceed any/all such stated request specifications and requirements; and that if rewarded a contract, the offeror will deliver goods/services that meet or exceed the request specifications and requirements.
4. That the request submitted by the offer or shall be valid and held open for a period of (90) ninety days from the final request due date, and that the request may be held open for an additional period of time subject to the offeror’s consent; and
5. That this request is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a request for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The offeror understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
6. That this request must be complete, signed in all spaces provided; returned in its entirety, and submitted with all required information, attachments, and forms to receive consideration for award.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Contact Phone & Cell \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name of Signature: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_



## **SECTION 10.0 – SAVANNAH AIRPORT COMMISSION INSURANCE REQUIREMENTS**

- A. With no intent to limit Vendor's liability or the indemnification provisions set forth herein, Vendor shall procure and maintain during the term of this Agreement the following minimum limits:
1. General Liability Insurance - no less than One Million (\$1,000,000) Dollars each occurrence, Combined Single Limit ("CSL"), bodily injury and property damage, including Employer's non-ownership liability, patent infringement and intellectual property rights protection, and hired auto coverages as applicable, which shall not be subject to cancellation or change until after thirty (30) days written notice shall have been given to Commission, as well as:
  2. Umbrella - \$5,000,000 (covers all liability lines).
  3. Worker's Compensation in compliance with Georgia Statutory Limits, including an All States Endorsements.
- B. Vendor must maintain on file in the Commission office during the term of this agreement an original signed copy of Vendor's Certificate of Insurance reflecting the above limits and naming the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission, its directors, officers, employees, and agents as additional insured, and shall be delivered to Commission by Vendor within ten (10) days of request by Commission.
- C. Indemnification
- Vendor shall protect, defend, and indemnify Commission and its officers, agents and employees from and against any and all liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person, or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and/or the use or occupancy of the Commission or the acts or omissions of Vendor's officers, agents, employees, Vendors, sub-Vendors, licensees, or invitees regardless of where the injury, death or damage may occur unless such injury, death or damage is caused by the sole negligence and the willful misconduct of the Commission or any of its officers, employees, Vendors or agents. The Commission shall give to Vendor reasonable notice of any such claims or actions. The Vendor shall also use counsel reasonably acceptable to Commission in carrying out its obligations hereunder. The provisions of this Section shall survive the expiration or early termination of this Agreement.
- D. All insurance policies shall contain a standard cross-liability provision and shall stipulate that no insurance held by Commission will be called upon to contribute to a loss covered thereunder. Commission shall have no liability for any premiums charged for such coverage, and the inclusion of Commission as an additional insured is not intended to and shall not make Commission a partner or joint venture partner with Vendor in Vendor's operations on the Premises. Such policies shall also insure Vendor against the risks to which it is exposed as the Vendor of the business authorized under this Agreement, shall be for full coverage and shall contain provisions on the part of the respective insurers waiving the right of such insurers to subrogation.