



July 13, 2022

Board of Commissioners Special Meeting

BOARD OF COMMISSIONERS

Wanda Parrish, Chairwoman

Term Expires: 01/04/2024

Darrel Daise, Vice Chairman

Term Expires: 01/04/2025

Edward Gresham

Term Expires: 01/04/2026

Earline Wesley Davis, Executive Director



TENTATIVE AGENDA

SPECIAL BOARD OF COMMISSIONERS MEETING

Wednesday, July 13, 2022, 9:00 AM

HAS Administrative Office, 1407 Wheaton Street, Building B

MEETING CALL TO ORDER: WANDA PARRISH, CHAIRWOMAN

MOMENT OF SILENCE

1. Award of Extensive Elevator Repair and Modernization Contract at Horace Stillwell Towers
..... Carl Edwards, Procurement Manager

Recommended Action: Approve contract award

2. Consider Honorary Street Designation for Cape Street..... Kenneth Clark, Deputy Director

Recommended Action: Consider City of Savannah request

ADJOURNMENT Wanda Parrish, Chairwoman



Agenda Item No. 1 _ – *New Business*

EXECUTE CONTRACT FOR COMPREHENSIVE ELEVATOR MODERNIZATION AT THE HORACE STILLWELL TOWERS

RECOMMENDED ACTION:

For Board Approval.

BACKGROUND:

The current elevator systems at the Horace Stillwell Towers are inefficient, outdated and beyond continued economic repair. The high-volume of high-impact passenger and freight transport has accelerated wear and tear and reduced the systems life expectancy. Ongoing maintenance contracts have been unable to provide continual service reliability resulting in frequent unscheduled elevator outages and inconvenient and diminished service quality to building residents and staff. The HAS team worked diligently to develop an action plan for a construction project to upgrade and modernize this elevator system, thereby ensuring safe and reliable systems for daily use by residents and staff.

This project will upgrade and modernize the elevator system to improve the performance, safety, reliability, energy conservation, and overall aesthetics while adhering to required code compliance. The elevator modernization project provides interior/exterior aesthetic upgrades, as well as replacement of existing elevator equipment with new energy efficient mechanical, electrical and technological systems.

ANALYSIS:

Pursuant to the authority contained in the 2CFR Part 200.36, 62 C.S.A. § 1901 and the State of Georgia statutes, the Housing Authority of Savannah (HAS) through its membership in Omnia Partners, formerly U.S. Communities, utilized a procedure called “cooperative purchasing” to request proposals from two elevator companies. The proposals were provided by Otis Elevator, Inc. and TK Elevator. HAS staff has concluded from its proposals review and recommends that Otis Elevator, Inc. is the most advantageous provider for this modernization. Based on this recommendation the HAS will utilize Contract 2019001563-RFP Master agreement between the University of California (CA) and Otis Elevator, Inc. This contract entitles the Agency to:

1. Modernization of existing elevators. and
2. volume tier discounts on parts and labor, and
3. access to a comprehensive non-proprietary parts inventory

Otis Elevator, Inc. plans to implement the project in phases, working in conjunction with HAS to complete the project in a timely manner, with as minimal disruption as possible to residents, staff and daily operations. Passenger elevator #1 and the freight elevator are scheduled to be completed in the third quarter of 2023; passenger elevator #2 is scheduled to be completed in the fourth quarter of 2023. Projected construction efforts are planned to ensure that at least one operational elevator is always available during the project timeline.

In addition to the elevator modernization work, Otis Elevator, Inc. proposed a service agreement to maintain and repair the elevators through and after the modernization project. Staff recommends entering into a maintenance service agreement with the contractor performing the elevator

modernization project. Otis Elevator, Inc. will prorate the costs of service while elevators are taken out of service for modernization work.

COMMENTS:

The University of California (CA) Contract Number 2019001563 and all Procurement documents are available for review upon request. Attached is the Agreement which sets the contract amount, and additional terms for the HAS with Otis Elevator, Inc.

LEGAL CONSIDERATIONS:

Per the Housing Authority of Savannah Procurement Policy Section 5.7, The Agency may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. Also per HAS Procurement Policy, Section 17.1, the contract amount is over \$250,000 therefore requiring Board approval prior to execution.

FINANCIAL CONSIDERATIONS:

The proposed cost of the elevator modernization project is \$1,464,870.00, and the proposed cost of the annual maintenance service agreement is \$23,340.00. The funding sources for the modernization contract are the Capital Fund Program (CFP) and Replacement Housing Factor (RHF) Funds Program. The funding source for the ongoing service maintenance contract is the operations budget for Horace Stillwell Towers.

BOARD CONSIDERATION AND ACTION:

The staff recommends that the Board of Commissioners authorize the Executive Director, pending legal review to execute a contract with Otis Elevator Inc. for an elevator modernization project, in an amount not to exceed \$1,464,870, and an ongoing service maintenance contract in an amount not to exceed an annual amount of \$23,340.

OTIS

DATE: 6/29/2022

TO:
Savannah Housing Authority

FROM:
Otis Elevator Company

PROJECT LOCATION:
Stillwell Tower
5100 Waters Ave
Savannah, GA 31404

MACHINE NUMBER(S): ELV 1-3

PROPOSAL NUMBER: F7SB5900/02

We will provide labor and material to furnish and install on the above referenced machine(s) the following:



We propose to furnish labor and material to provide an Elevonic® GEN2-RM REGEN machine and control system. It is a digital closed-loop microprocessor-based control system specifically designed to meet the particular needs of modernizing all types of traction elevators. The new machine is an energy efficient, AC permanent magnet gearless application that utilizes the latest technology in polyurethane coated suspension belts. The control system is a distributed network of modular microprocessor control units and solid-state performance measurement devices. The system is integrated using serial-link communication. The control system has a Solid-State Safety Circuit. The measurement transducers constantly monitor the performance of every elevator function controlled by microprocessor. The control units evaluate this performance information and automatically adjust performance as necessary to correct variances within milliseconds. The “Relative System Response Plus” software dispatches elevators based upon real-time response to actual demands on the elevator group. The software is designed to maintain optimum elevator system performance by evaluating and reassigning hall calls within milliseconds of changes in elevator demand or performance.

SECTION No.	TITLE
SECTION I	OPERATION
SECTION II	MACHINE ROOM EQUIPMENT
SECTION III	SYSTEM OPERATING FEATURES
SECTION IV	DOOR EQUIPMENT
SECTION V	HOISTWAY EQUIPMENT
SECTION VI	FIXTURES
SECTION VII	WORK BY OWNER – NOT IN CONTRACT
SECTION VIII	GENERAL REQUIREMENTS
SECTION IX	ALTERNATES

SECTION I: OPERATION

DUTY

The present capacity and speed of the elevators will be retained as follows:

Elevators numbered	Capacity (pounds)	Speed (Feet per Minute)
1-2	2500	350
3	5000	350

TRAVEL

The present travel of the elevators will be retained as follows:

Elevators numbered	From floor to floor	Rise (feet)
1-3	1 to 20	190 feet

STOPS AND OPENINGS

The present stops and openings will be retained as follows:

Elevators numbered	Number of stops	Number of openings
1-3	20 front 0 rear	20 front 0

POWER SUPPLY

The power supply of 480 volts, 3 phase, 60 hertz, alternating current will be retained with the new equipment arranged for this power supply.

SECTION II: MACHINE ROOM EQUIPMENT

NEW GN2® PERMANENT MAGNET AC GEARLESS MACHINE

Remove the existing machine and install a new Otis Gen2 machine with a permanent magnet. The Gen2 machine is an AC gearless machine, with a synchronous permanent-magnet motor, dual solenoid service and emergency disc brakes. The dual brake satisfies the “ascending car over-speed and unintended car movement” code requirements.

The machine will mount to an integrated machine and bedplate structure (IMBS). The dimensions of the IMBS will vary based on the duty of the elevator.

NEW ELEVONIC® R VF CONTROLLER

Install a new Elevonic control system that is a digital closed-loop microprocessor-based control system. The RSR Plus® software dispatches elevators based upon real-time response to actual demands on the elevator group. The software is designed to maintain optimum elevator system performance by evaluating and reassigning hall calls quickly in response to changes in elevator demand or performance.

NEW OTIS REGEN® DRIVE SYSTEM

Remove the existing motor drive system and install new the Otis’ ReGen Variable Voltage Variable Frequency drive capable of regenerating AC power back to the building grid. The system shall include a step up or down transformer as required depending existing building power conditions.

NEW POWER CONVERTER SUCCESSIVE STARTING

When all power converters in a group are shut down due to lack of demand, only a single converter shall be allowed to start up at one time.

RETAIN GOVERNOR

The present speed governor shall be retained and calibrated for the proper tripping speed.

SECTION III: SYSTEM OPERATING FEATURES

NEW AUTOMATIC SELF-LEVELING

The elevator shall be provided with automatic self-leveling that shall typically bring the elevator car level with the floor landings $\pm \frac{1}{4}$ " regardless of load or direction of travel. The automatic self-leveling shall correct for over travel or under travel and rope stretch.

NEW SPECIAL EMERGENCY SERVICE

Special Emergency Service operation shall be provided in compliance with the latest applicable revision of the ASME/ANSI A17.1 Code.

Special Emergency Service Phase I to return the elevator(s) non-stop to a designated floor shall be initiated by an elevator smoke detector system or a keyswitch provided in a lobby fixture.

The smoke detector system, if required, is to be furnished by others. The elevator contractor shall provide contacts on the elevator controller to receive signals from the smoke detector system.

A keyswitch in the car shall be provided for in-car control of each elevator when on Phase II of Special Emergency Service.

If an elevator is on independent service when the elevators are recalled on Phase I operation, a buzzer shall sound in the car and a jewel shall be illuminated, subject to applicable codes.

NEW INSPECTION OPERATION

For inspection purposes, an enabling keyswitch shall be provided in the car operating panel to permit operation of the elevator from on top of the car and to make car and hall buttons inoperative.

On top of the car an operating fixture shall be provided containing continuous pressure "UP" and "DOWN" buttons, an emergency stop button, and an inspection-initiating switch. This switch makes the fixture operable and, at the same time, makes the door operator and car and hall buttons inoperable.

NEW HOISTWAY ACCESS SWITCH

An enabling keyswitch shall be provided in the car operating panel to render all car and hall buttons inoperative and to permit operation of the elevator by means of an access keyswitch adjacent to the hoistway entrance at the access landing. The movement of the car away from access landing, other than the lower terminal, by means of the access keyswitch at the landing shall be limited in travel and direction to that as specified for the upper landing in the latest revisions of the ASME/ANSI A17.1 Code.

ACCESSALERT HOISTWAY SAFETY DEVICE

We will furnish and install all of the necessary components, circuitry and wiring for a new AccessAlert system, which will operate on the elevator car top and pit. AccessAlert will be installed so the elevator can be controlled in a safe manner when an authorized person accesses the elevator hoistway. The AccessAlert system meets all applicable safety codes.

NEW STANDBY POWER OPERATION - AUTOMATIC

Through the group control system, elevators are selected and returned automatically to a designated floor at full rated speed. Any car that is unable to move on command within a preset time is passed by to select another car. The number of cars selected automatically to return to the designated floor is customer specified, this same number of cars will be selected automatically to operate after automatic return is complete. For example: if automatic return is two cars at a time, when two cars are also automatically selected to provide the normal service to the building.

After all cars have been returned or after a time interval has expired during which the group control detects a car's inability to respond to the return signal, the last selected car(s) automatically returns to normal operation.

Further attempts to rescue these are made every time a selected car on normal operation returns to the lobby.

SECTION IV: DOOR EQUIPMENT**NEW GLIDE P CLOSED LOOP DOOR OPERATOR**

A Glide P Closed Loop door operator shall be installed.

Doors on the car and at the hoistway entrances shall be power operated by means of an upgraded Glide P closed loop door operator mounted on top of the car. The door operator is a fully closed loop system designed to give consistent door performance with changes in temperature, wind or minor debris in the door track. The system continually monitors door speed and position and adjusts it accordingly to match the pre-determined profile.

Door operation shall be automatic at each landing with door opening being initiated as the car arrives at the landing and closing taking place after expiration of an adjustable time interval. An electric car door contact shall prevent the elevator from operating unless the car door is in the closed position.

Door close shall be arranged to start after a minimum time, consistent with Handicap Requirements.

Doors shall be arranged to remain open for an adjustable time period sufficient to meet ADA requirements.

The time interval for which the elevator doors remain open when a car stops at a landing shall be independently adjustable for response to car calls and response to hall calls.

NEW INTERLOCKS

New interlocks shall be installed. The interlocks shall prevent operation of the elevator unless all doors for that elevator are closed and shall maintain the doors in their closed position while the elevator is away from the landing. Emergency access to the hoistway as required by governing codes shall be provided.

NEW PANACHROME SMART 3D DOOR-PROTECTION DEVICE

The Panachrome Smart 3D door protection system uses infrared emitters and detectors to create an invisible safety net across the elevator entrance. The Panachrome Smart 3D system continuously scans for interrupted beams. If any beam in the curtain is interrupted, the Panachrome Smart 3D system will reopen the elevator door instantly.

The Panachrome Smart 3D system's infrared beams also detect objects approaching, reducing potential damage to elevator doors caused by mail carts, stretchers or other moving equipment.

RETAIN CAR DOOR TRACKS AND HANGERS

The present car door tracks and hangers shall be retained and inspected for proper alignment. Any adjustment required will be accomplished.

RETAIN HOISTWAY ENTRANCES

The present hoistway entrances shall be retained.

RETAIN HOISTWAY DOOR TRACKS AND HANGERS

The present hoistway door tracks and hangers shall be retained.

NEW HOISTWAY DOOR RESTRICTORS

Folding hoistway door restrictors shall be installed.

SECTION V: HOISTWAY EQUIPMENT

NEW HOISTWAY OPERATING DEVICES

Terminal stopping devices shall be provided to slow or automatically stop the car at the terminal landings and to automatically cut off the power and apply the brake, should the car travel beyond the terminal landings.

RETAIN CAR GUIDES

The existing car guides shall be retained..

RETAIN COUNTERWEIGHT GUIDES

The existing counterweight guides shall be retained.

RETAIN CAR FRAME AND SAFETY

The existing car safety device, designed to stop the car if it attains a descending speed in excess of the preset contract speed, shall be replaces.

NEW OTIS' PATENTED POLYURETHANE COATED STEEL BELTS

The traditional wire ropes will be replaced with polyurethane coated belts with high-tensile-grade, zinc-plated steel cords and a flat profile on the running surface and the backside of the belt.

All driving sheaves and deflector sheaves should have a crowned profile to ensure center tracking of the belts. For existing 2:1 roping conditions, we will remove the existing car and counterweight sheaves and install new sheaves configured to accommodate the coated steel belts.

Additionally, a PULSE system will be installed that is a 24/7 monitoring system using resistance based technology to continually monitor the integrity of the coated steel belts and provide advanced notice of belt wear.

RETAIN SOUND-ISOLATED PLATFORM

The existing sound-isolated frame will be retained and reused.

RETAIN PLATFORM

The car platform will be retained and reused in place.

RETAIN CAR INTERIOR

The present car interior shall be retained.

NEW LOAD-WEIGHING DEVICE

A new load weighing device set to operate at a predetermined fixed percentage of the car load shall be provided.

RETAIN FLOORING

The present flooring will be retained.

NEW PIT SWITCH

An emergency stop switch shall be located in the pit and accessible from the pit access door.

RETAIN BUFFERS

The existing buffers shall be retained.

SECTION VI: FIXTURES

CAR FIXTURES:

NEW APPLIED CAR OPERATING PANEL

An applied car operating panel shall be furnished. The panel shall contain a bank of mechanical illuminated buttons marked to correspond with the landings served, an emergency call button, emergency stop button, door open and door close buttons, and a light switch. The emergency call button shall be connected to a bell that serves as an emergency signal. All buttons, when applicable, to be long life LED illumination.

NEW EMERGENCY CAR LIGHTING

An emergency power unit employing a 6-volt sealed rechargeable battery and totally static circuit shall be provided. The power unit shall illuminate the elevator car and provide current to the alarm bell in the event of normal power failure. The equipment shall comply with the requirements of the latest applicable revision of the ASME/ANSI A17.1 Code.

NEW OTIS eVIEW

A new eView display screen with 2 way video, voice, and text communications.

It should be noted that at the present time there is a conflict concerning the emergency communication system requirements between IBC 2018 and ASME A17.1 / CSA B44 (Safety Code for Elevators and Escalators) as adopted in your jurisdiction (ASME A17.1- 2016 or earlier). Otis has included an emergency communication system that conforms to ASME A17.1 / CSA B44 2019, Requirement 2.27.1.1 for two-way voice, video & text emergency communication that Otis believes also complies with ASME A17.1 – 2016 or earlier. ASME, A17.1 / CSA B44 2019 is aligned with the intent of IBC 2018 section 3001.2 requirements.

NEW AUDIBLE SIGNAL (INDICATES PASSING OR STOPPING AT A LANDING)

An audible signal shall sound in the car to tell passengers that the car is either stopping or passing a landing served by the elevator.

NEW AUDIBLE VOICE SIGNAL

Equipment shall be furnished to allow an audible announcement in each car of the name of the next selected landing at which the elevator will stop and the committed direction of travel. Several advisory messages shall also be available to indicate the need for elevator on special service or passenger delay of elevator.

NEW “IN-CAR” DIRECTION LANTERNS

Direction lantern(s) shall be mounted in car entrance jamb(s), visible from the corridor, which when the car stops and the doors are opening, shall indicate the direction the car is traveling. A chime shall also be furnished on the car that will sound once for the “UP” direction and twice for the “DOWN” direction as the doors are opening.

HALL FIXTURES:

NEW HALL BUTTONS

New hall buttons shall be installed at each landing. An up button and a down button at each intermediate landing and a single button at each terminal landing shall be installed.

A call shall be registered by momentary pressure of a landing button. The button shall become illuminated and remain illuminated until the call is answered. All buttons, when applicable, to be long life LED illumination.

NEW COMBINATION HALL LANTERN/POSITION INDICATOR

Combination hall lantern/position indicators shall be installed at Bottom Landings.

NEW LOBBY PANEL

A lobby panel shall be provided with car position indicator, car running status jewel, remote SES key switch, etc., as required by code.

NEW WIRING

All new wiring and electrical interconnections shall comply with governing codes. Insulated wiring shall have flame-retardant and moisture-proof outer covering and shall be run in conduit, flexible tubing or electrical wireways. Traveling cables shall be flexible and suitably suspended to relieve strain on individual conductors.

ENGINEERING DESIGN

All new material furnished will be specifically designed to operate with original elevator equipment being retained, thus assuring maximum performance and eliminating any divided responsibility.

SUPERSEDED MATERIAL

All material, removed or unused, not required in the modification will become the property of the Otis Elevator Company and we reserve the right to remove and retain it.

PERMITS AND INSPECTIONS

The elevator contractor shall furnish all licenses and permits and shall arrange for and make all required inspections and tests.

CODE

The elevator equipment shall be furnished and installed in accordance with the latest additions of the ASME/ANSI A17.1 Safety Code for Elevators and Escalators, An American National Standard, including the latest Supplement, and the Americans with Disabilities Act.

CODE (LOCAL)

The elevator equipment shall comply with all applicable local codes.

SECURITY

The elevator equipment shall be furnished to be compatible with building provided security system/modules.

MAINTENACE AGREEMENT

This proposal and its price point are based on an executed service contract agreement with Otis Elevator

GEN2 FEASABLILTY

Current price and scope are contingent upon final review and approval by Otis engineering. The service car will utilize a Torin TGD Mini-Gearless machine due to asymmetrical orientation.

ADDED ALTERNATES

It is understood that the below additional options are applied to the base scope of work and reflected in the overall price/schedule of values.

- New Stainless Steel Hoistway Entrances w/ Doors (Patching included)
- Upgraded Hall Fixtures w/ built in LED Position Indicators
- New Cab Interior Allowance of \$20k per car (Change order may be needed based on finish selections)
- Turnkey work for WBO items (listed below):
 - o *We agree to furnish labor, materials, equipment and supervision for all general, electrical and smoke detection systems related to the modernization of the above stated elevator(s) as listed below.*
 - o *This proposal is based on approved UCS vendors being utilized.
If a preferred vendor is required for this project, it may result in a change order.
The work to be performed may be in conjunction with a modernization, working with an elevator contractor.
This proposal is based on work being completed during normal business hours unless stated otherwise.
If afterhours or overtime work is required, pricing may need to be adjusted.*
 - o **Machine room -**
*Supply and install a code compliant machine room door equipped with all required hardware.
Create machine room access door by removing the louvered vent and window AC unit.
A temporary door will be installed over the rough opening until the final machine is brought in.
Once the final machine is brought in, a 1 1/2 hour fire rated door will be installed and bolted shut from inside.
Note: There are no provisions included in this proposal for relocating/removing the air handler near the machine room access door. If this is required, it will be handled with a change order.
Elevator contractor to utilize beam above stairwell to bring equipment into the machine room.
Cover wood in the machine room with a fire rated enclosure.
Cover open air vent in the machine room ceiling with a fire rated enclosure.
Supply and install all required signage and extinguishers.
We will leave the existing HVAC "AS IS."
If the existing HVAC does not meet the code parameters and an adjustment needs to be made, it is not included in this proposal and will be done on a change order basis.
Supply and install car light circuit with lockable disconnects.
Supply and install feeder from the load side of the car light disconnect to controller.*

Supply and install piping for main feeder into controller from main disconnect.
 Supply and install LED lamp guarded fixtures.
 Supply and install machine room GFI.
 Supply and install positive earth ground to main controller.
 No short circuit coordination, arc flash, or selective coordination studies are included.
 This proposal is based on a new motor same HP as existing.
 Supply and install circuit and disconnect for 2-way communication.
 1 To provide CAT6 cable from the data room to the machine room, please see alternates.
 Supply and install piping for phone lines into new controllers.
 Note: Owner must ensure a single use phone line is brought to the elevator machine room from the main building service connection/demarcation point. This line must be ordered at the start of the modernization so as to be available at time of inspection.
 Owner to provide demark connection, maintenance and phone line service charges.
 Any modifications or relocating of card access, CCTV, Security or other low voltage items to be completed by owner. They are not included.
 Supply and install dedicated circuit and disconnect for BCC panel near existing fire command panel.

- **The pit & hoist way -**

In the pit -
 Separate lighting and receptacles circuits.
 Supply and install pit light switch.
 Supply and install guarded LED fixture.
 Supply and install GFI.
 Leaving the existing pit ladder "AS IS."
 Pit ladder will be the responsibility of the elevator contractor if any modifications need to be made.
 There are no provisions for a sump pump for elevators 1&2 included in this proposal. Elevator contractor to install moisture sensor.
 Leaving the existing sump pump in the freight elevator pit "AS IS." No modifications by UCS.
 This proposal is based on the existing sump pump being code compliant and in working order. If it is found to be otherwise
 and modifications need to be made, this will be handled with a change order.
 Supply and install a code compliant sump cover in the freight elevator pit.

In the hoist way -

There are no provisions for patching the hoist way walls included in this proposal.
 Any penetrations created during the modernization will be the responsibility of the elevator contractor.

- **Hoist way ventilation -**

Retain the existing hoist way ventilation. No modifications by UCS.

- **Smoke detection and recall system-**

Relocate fire alarm devices in the machine room for code compliance.
 Provide FLS technician for pre-test with elevator contractor and for final acceptance testing with State AHJ.
 If there are additional items required by the local AHJ, it would be handled on a change order.

Note: The building owner will be responsible for maintaining an existing operating FACP system with current service provider.

- **Emergency Power -**
Supply and install conductors from the machine room to the ATS for EM power on and pre-signal. There are no provisions for any upgrades to the existing ATS included in this proposal. Provide terminations and testing for EM power on signal and pre-transfer.
- **Car top time -**
*Our estimated car top time is 0 hours.
Our estimated pit access time is 13 hours.*
- **General clean up / dumpster / misc. materials / building permit, as needed -**
We will be responsible for clean-up and disposal of debris generated from our scope of work. This proposal also includes any building permit costs associated with our scope of work. This price is for running CAT6 from the machine room to the data room only. Owner to provide and coordinate patch down of cable onto data switch. All pricing for any wall/floor cutting assumes that the building is either constructed post 1978 or has no lead paint. If lead paint exists pricing for these items may vary. Our assumption is that the current HVAC system will operate 24/7, 12 months a year, allowing the existing HVAC system to meet the parameters set by the manufacturer for the new elevator equipment being installed. If this assumption is incorrect a change order would need to be given for a new stand alone HVAC system.

SECTION VII: WORK BY OWNERS – NOT IN CONTRACT

The following items must be performed by others and you agree to provide this work in accordance with the applicable codes and enforcing authorities:

1. **BROADBAND REQUIREMENT -** We have included an emergency communication system (two way voice, one way video and text based system) that conforms with IBC 2018 and ASME A17.1 – 2019 / CSA B44. An RJ45 network connection must be provided by others to the elevator controller(s). Additional network details and requirements will be provided by Otis at later date.
 - a. A \$70/unit/month subscription cost will be due upon activation of the Otis ONE Plus Video system.
2. **BUILDING POWER -** Provide electrical power for light, tools, hoists, etc. during installation as well as electric current for starting, testing and adjusting the elevator. Power of permanent characteristics to be provided to properly operate all of the elevators concurrently scheduled to be modernized. Power must be a 3-phase 4 wire system with ground and bonded disconnects. Grounded leg delta systems are not acceptable.
3. **GROUND WIRE –** Provide a properly sized ground wire from the elevator controller(s) to the primary building ground.
4. **REMOTE PANELS –** Provide required conduit, with adequate pull boxes and ells from the elevator hoistway(s) to the location or locations required to facilitate the installation of Lobby Panels, Fire Control Room Panels or Elevator Monitoring Systems. Size and number as specified by Otis. Leave a measured pull tape in the conduit. Otis to furnish and pull required conductors.
5. **STANDBY POWER REQUIREMENTS -** Provide a standby power unit and a means for starting it that will deliver sufficient power to the elevator disconnect switches to operate one or more elevators at a time at full-rated speed. Provide a transfer switch for each feeder for switching from normal power to standby (emergency) power and a contact on each transfer switch closed on normal power supply with two wires from this contact to one elevator controller. Provide a means for absorbing power regenerated by the elevator system when running with overhauling loads such as full load down.

6. ASBESTOS – Should any asbestos be found to be present in the building which is related to any of our work, it shall be the responsibility of others to abate, contain or prepare the workplace as safe for our employees to work within or about. Otis will not be responsible for working with asbestos which may be disturbed or uncontained. Otis will not be responsible for any costs associated with delay of the job should asbestos be detected or require addressing by others for us to proceed. This includes but is not limited to re-mobilization charges which may be applied.

7. CONFINED SPACES - The machine room, hoistway, pit, and mezzanine (“Elevator Spaces”) may be considered Permit- Required Confined Spaces as defined by the Occupational Safety and Health Organization (“OSHA”), 29 C.F.R. § 1910.146(b) and § 1926 Subpart AA. Otis has a documented process to control or eliminate hazards and classify such Elevator Spaces as non-permit required confined spaces. In the event that the customer/general contractor or unique site conditions or hazards (such as chemical manufacturing sites) require Otis to handle such Elevator Spaces as Permit-Required Confined Spaces, the customer/general contractor will be responsible for supplying, at its expense, all resources, including monitoring, permitting, attendants, and rescue planning associated with handling such Elevator Spaces as Permit-Required Confined Spaces. The customer/general contractor is required to inform Otis of all known or potential hazards related to Elevator Spaces that Otis may be required to access prior to Otis performing any work in such spaces. Further, the customer/general contractor is required to communicate any changes in the conditions associated with such Elevator Spaces or activities in or around such spaces that could introduce a hazard into such spaces

SECTION VIII: GENERAL REQUIREMENTS

RE-MOBILIZATION

You agree to pursue and schedule the work by other trades in a timely manner so as to not interrupt our work. Should our crew(s) have to pull off the job waiting on work by others not in our contract, we shall be entitled to a re-mobilization charge of **Three Thousand Five Hundred (\$3,500) Dollars**. We shall also extend the stated durations to the extent that we are delayed.

COUNTERWEIGHT ASSEMBLY

The existing counterweight assembly will be reused and checked for proper counter balance. If additional weight is required to achieve the proper counter-balance or the existing counterweight frame requires modification to accept the additional weight, the labor and material will be an additional cost to this proposal.

ARBITRATION

Subcontractor agrees to submit to Non-Binding Arbitration by the American Arbitration Association but does not waive its rights to pursue other remedies available at law and equity.

PAYMENT AND SCHEDULE OF VALUES

You agree to be bound and pay in accordance with the supplied schedule of values. We shall be paid for our material delivery invoice prior to starting work. We shall be paid in full for all change orders and the base contract amount prior to scheduling an inspection and/or turnover of the elevators to you for use. Otis reserves the right to discontinue work or not turn over elevators unless payments are current.

- a. Our quoted price is based on the “Initial Payment” equaling sixty percent (60%) of contract award. This amount, PLUS a fully executed subcontract must be received prior to releasing equipment for manufacturing or scheduling any other work. Refer to the “Schedule of Values” below.

- b. Otis will mobilize after the “Material Delivery Payment” is received. See “Schedule of Values” below.

- c. Substantial Completion / “Progress Payments.” This payment is due upon substantial completion of each modernized elevator. Substantial completion is defined as a functional elevator that is accepted by you for general use. Any agreed upon punch-list items will be corrected within a mutually agreeable timeframe. This payment, however, is still due upon substantial completion of each elevator modernization. The “Progress Payment” amount shown on the SOV is divided by the total number of elevators being modernized as a part of this contract. This amount is due within five (5) days of the elevator being turned over for general use.
- d. Final payment shall be due five (5) days after acceptance of the elevator installation. Otherwise, warranties shall be suspended until payment in full is received.
- e. All change orders must be executed and paid prior to scheduling a final inspection and turn over to customer.
- f. Otis does not accept credit cards as a form of payment.
- g. Otis will not agree to any language referencing or implying “pay when paid.” This contract is between Otis Elevator and referenced entity. The attached payment schedule (“Schedule of Values”) is not contingent upon said entity’s ability to be paid by others or any other factor or event not described above.
- h. Schedule of Values

Base Contract Amount:		\$1,464,870
Due Date	Description	Value
Month of Project Award	30% Down Payment	\$439,461
Month of Approval Execution	30% Approval/Submittal Payment	\$439,461
Month of Material Delivery	28% Material Delivery Payment	\$410,163
Unit Substantial Completion	12% Progress Payments	\$175,785

NON-OTIS CONTRACT LANGUAGE

In the event that the owner or contractor does not accept Otis Standard Commercial Terms and the Otis Acknowledgement Letter, the contract price may be altered.

SCHEDULE

Due to current market conditions the availability of elevator installation labor is limited. If this proposal is not accepted within 30 days, prior to acceptance of any award Otis reserves the unilateral right to decline the award based on a review of the project schedule and our labor availability/commitments.

This proposal is bid with the understanding that materials will be ordered with sufficient lead time (as outlined in our approvals package) to allow delivery prior to 7/30/2022. If Otis is unable to order materials in a timely manner due to delays on behalf of the owner and/or general contractor, or if delivery is requested after 7/30/22, the owner and/or

general contractor will be responsible for all cost increases incurred by Otis. An extra charge will be assessed for any double handling or re-transportation of elevator material required by the general contractor/owner or agent thereof.

LEAD TIME AND DURATION

We anticipate approximately 16 weeks manufacturing time from receipt of approvals and down payment.

Thereafter, we expect the modernization to take approximately 23 weeks per car.
All work will be performed during our regular working hours of our regular working days.

It is agreed that we do not assume possession or control of any part of the equipment but such remains yours exclusively as the owner (or lessee) thereof.

We shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief or act of God. Under no circumstances shall we be liable for consequential damages.

The extent of the work to be performed is either described above or in the attached specification which is incorporated into and made a part of this document.

PRICE: \$ 1,464,870.00 "PLUS SALES TAX IF APPLICABLE"
One Million Four Hundred Sixty Four Thousand Eight Hundred Seventy Dollars

This price is based on a **thirty percent (30%)** downpayment in the amount of **\$ 439,461.00**.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as :you:), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

Submitted by: _____
Drew Whalen- MOD Specilaist

Accepted in Duplicate

CUSTOMER

Approved by Authorized Representative

Date: _____

Signed: X _____

Print Name: _____

Title: _____

Name of Company: _____

OTIS ELEVATOR COMPANY

Approved by Authorized Representative

Date: _____

Signed: _____

Print Name: _____

Title: _____

Principal, Owner or
Authorized Representative of Principal or Owner

Agent _____
(Name of Principal or Owner)

TERMS AND CONDITIONS

The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law.

In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

This quotation is subject to change or withdrawal by us prior to acceptance.

We warrant to you that the work performed by us hereunder shall be free from defects, not inherent in the quality required or permitted, in material and workmanship for one (1) year from the date of substantial completion. Our duty and your remedy under this warranty are limited to our correcting any such defect you report to us within the warranty period by, at our opinion, repair or replacement, provided all payments due under the terms of this contract have been made in full. All parts used for repair or replacement under this warranty shall be good quality and furnished on an exchange basis. Printed circuit boards used for replacement parts under this warranty may be refurbished boards. Exchanged parts become our property.

We shall perform the work during our regular working hours of our regular working days unless otherwise agreed in writing. You shall be responsible for providing suitable storage space at the site for our material.

You shall obtain title to all the equipment furnished hereunder when final payment for such material is received by us. In addition, you shall be granted a license to use any software incorporated into any such equipment solely for operating such equipment.

Any drawings, illustrations or descriptive matter furnished with the proposal are submitted only to show the general style, arrangement and dimensions of the equipment.

Payments shall be made as follows: A down payment of sixty percent (60%) of the price shall be paid after we have completed processing your equipment requirements, and orders are placed; the balance shall be paid on completion if the work is completed within a thirty day period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less a five percent (5%) retainage and the aggregate of previous payments. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.

Any material removed by us in the performance of the work shall become our property.

Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with adequate electrical power at no cost to us with a safe place in which to work, and we reserve the right to discontinue our work in the building whenever in our opinion working conditions are unsafe. If overtime work is mutually agreed upon and performed, an additional charge thereof, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our current labor rates.

We shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC-1 form or any other document reasonably requested by us for that purpose.

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.

Neither party shall be liable to the other for any loss, damage or delay due to any cause beyond either parties reasonable control, including but not limited to acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, mischief or act of God. We do not agree under our warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any cause beyond our control.

We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall at our option, (i) procure for you the right use of the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage or obsolescence.

THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT ARE THE EXCLUSIVE WARRANTIES GIVEN: WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control.

Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort, in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.

By accepting delivery of parts incorporating software you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

Our work shall not include the identification, detection, abatement, encapsulation or removal of asbestos, polychlorinated biphenyl (PCB), or products or materials containing asbestos, PCB's or other hazardous substances. In the event we encounter any such product or materials in the course of performing work, we shall have the right to discontinue our work and remove our employees from the project until you have taken the appropriate action to abate, encapsulate or remove such products or materials, and any hazards connected therewith, or until it is determined that no hazard exists (as the case may require). We shall receive an extension of time to complete the work hereunder and compensation for delays encountered as a result of such situation.

This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document, and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Agreement, nor shall it constitute an acceptance of any additional terms.



Agenda Item No. 2 – *New Business* **HONORARY STREET DESIGNATION REQUEST FROM** **THE CITY OF SAVANNAH**

RECOMMENDED ACTION:

Consider and approve City's request.

BACKGROUND:

The City of Savannah's Director of Policy and Intergovernmental Affairs has approached the Housing Authority of Savannah with a request. Mayor Van Johnson would like to submit a petition from the City of Savannah for an Honorary Street Designation in honor of Senator Raphael Warnock on Cape Street located within Herbert Kayton Homes.

An Honorary Street Designation does not change the name of the street or impact any addressing, GIS systems, or emergency response systems. Honorary Designations are only symbolic.

The City Naming Ordinance (Sec. 4-1104) requires the approval of the surrounding property owner, which in this case is Housing Authority.

ANALYSIS:

The City of Savannah Naming Ordinance (Section 4-1104) requires the approval of the surrounding property owner, which in this case is the Housing Authority of Savannah. The referenced ordinance follows for your review.

COMMENTS:

None

LEGAL CONSIDERATIONS:

HAS's legal counsel has reviewed the City ordinance and has indicated that approval of the City's request should be at the discretion of the Board of Commissioners and is presented here for your consideration.

FINANCIAL CONSIDERATIONS:

None

BOARD CONSIDERATION AND ACTION:

If approved, the Board motion would be for authorization and approval by the Housing Authority of Savannah, as the property owner, for the Honorary Street Designation of Cape Street as Raphael Warnock Way.

Public Property Naming Application and Guideline

This application allows for the public to propose a name or to rename public property provided all the requirements outlined in Article E. Section 4:1100-1108 are met.

Criteria

All public property names should meet one of the following criteria:

- To honor and commemorate noteworthy persons associated with the City of Savannah, Chatham County, State of Georgia, or the United States of America;
- To commemorate local history, places, events or culture;
- To strengthen neighborhood identity; or
- To recognize native wildlife or natural features.

Restrictions

- Persons that resided in the City of Savannah for less than 5 years, other than prominent national figures;
- Names assigned to existing public property within the City or unincorporated Chatham County where duplication of the name is likely to lead to confusion; and
- Except as set forth in Section 4-1106, commercial names where usage of such name would amount to advertising.

Considerations

Naming requests shall take into account:

- The number of residents and businesses directly affected;
- Community diversity;
- The historical significance of preexisting name or location;
- The appropriateness and compatibility of the request in relation to the existing area;
- The impact on emergency service delivery; and
- Continuity and stability.

Natural Person Naming Request

Requests should consider following;

- Absent extraordinary or extenuating circumstances, the proposed honoree for permanent naming shall be deceased;
- Whether the proposed namesake made a sustained contribution over an appreciable time period, exerted efforts of benefit or significance to local, state or national affairs and/or demonstrated leadership in governmental, cultural or historical affairs, humanitarian efforts, or community development;
- Contributions that beneficially changed the nature and characteristics of the community; and
- Achievement by a native Savannahian of national or international acclaim in a specific field of endeavor that has reflected positively on Savannah.



Applicant Information

Name: Phone Number:

Address:

Email:

Request Type

- Honorary street designation
- Newly acquired or created public property or previously unnamed
- Public property renaming request

Property Type

- Park, playground, trail or recreation space
- Building or facility
- Street or roadway
- Other public property

Property Location

Property address and/ or location description:

Aldermanic District: 1 2 3 4 5 6

Present property name:

Proposed Name:



Requirement Checklist for Naming Request

(Check each item to verify that all requirements are included along with this application according to requested property type.)

Honorary Street Designation

- The present official name of the street and proposed Honorary Designation
- Identify section of street to receive the designation
- A thorough discussion regarding the history of the street, including all prior names
- A statement of reasons supporting the honorary naming request
- Evidence that such person resided in the City of Savannah for at least five years during his/her lifetime
- Petition, in favor, by 51 percent of abutting property owners
- An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.
- A non-refundable fee of \$150

Street or Roadway

- The present official name of the street and proposed new name
- The specific location of the street or roadway
- A statement of reasons supporting the renaming request
- A thorough discussion regarding the history of the right-of-way, including all prior names
- A supporting petition signed by not less than 75 percent of all property owners abutting the public right-of-way
- An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the right-of-way is located

Park, playground, trail or recreation space

- The present official name of the street and proposed new name
- The specific location of the street or roadway
- A statement of reasons supporting the renaming request
- A thorough discussion regarding the history of the right-of-way, including all prior names
- A supporting petition signed by not less than 51 percent of all property owners abutting the public right-of-way
- An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the right-of-way is located

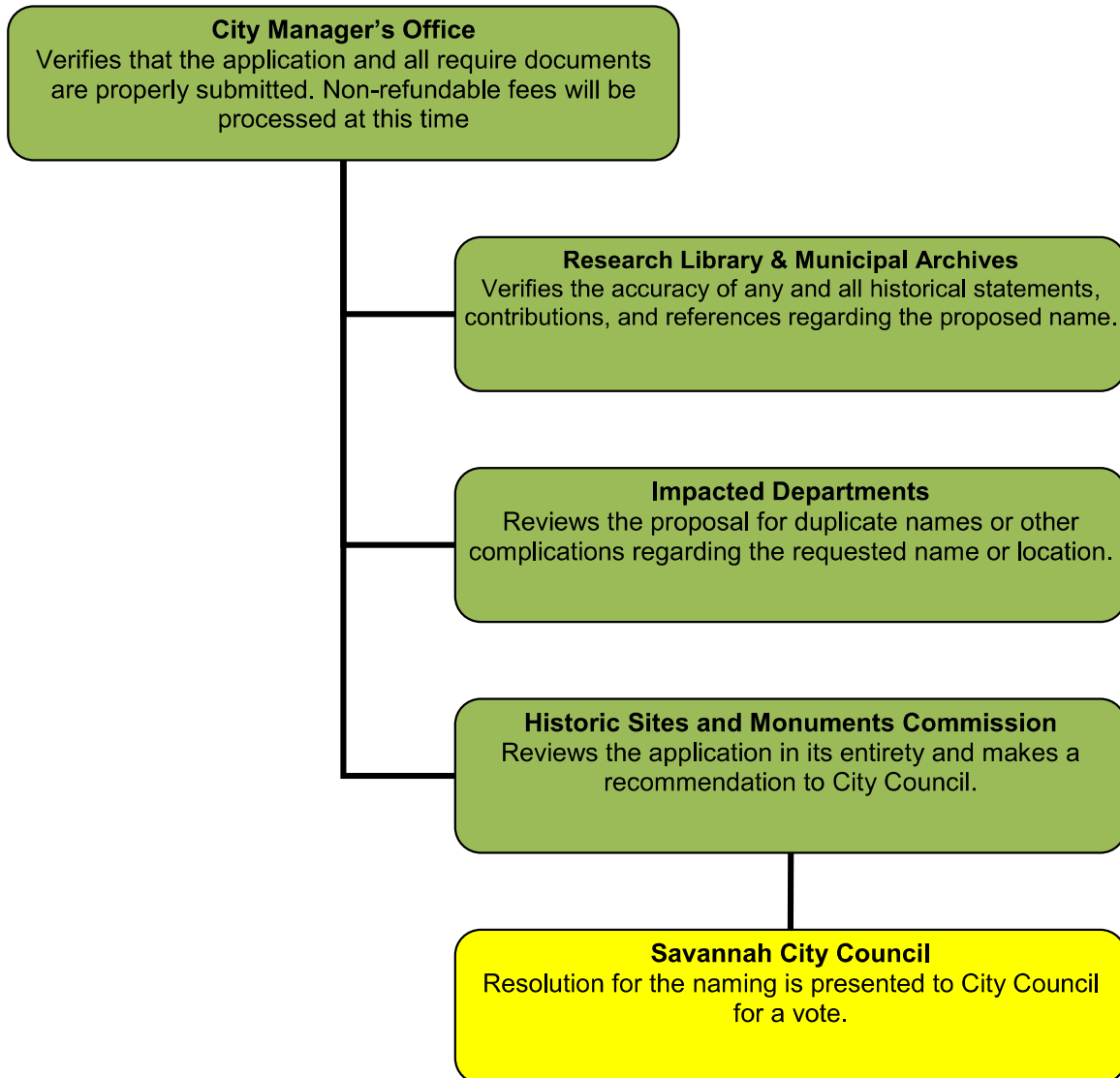
Building or Facility

- The present official name of the building, structure or facility
- The proposed new name
- The specific location of the property;
- A statement of reasons supporting the renaming request;
- A thorough discussion regarding the history of the building, structure or facility
- An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the building, structure or facility is located.

ADMINISTRATIVE PROCEDURES & APPROVAL PROCESS

All requests should be submitted to the City Manager's Office at;

2 East Bay Street
Savannah, Georgia 31401
ATTN: City Manager's Office- Public Property Naming Request



Questions?
Contact the Office of the City Manager at (912) 651-6415.



**City of Savannah
Name Change Petition Form**

Page ____ of ____.

I (We) plan to request a name change with Savannah's City Council through the City Manager's Office.

I (We) understand that our address will change if a permanent street name request is approved by City Council.

Present Name: _____

Proposed Name: _____

This is your opportunity to express your opinion about the proposed name change.		Owner		Tenant	
ADDRESS	SIGNATURE	Agree	Disagree	Agree	Disagree



ARTICLE E. – NAMING AND RENAMING OF PUBLIC PROPERTY, FACILITIES AND STREETS.

Section 4-1100. - General policy.

As a general policy, the Mayor and Aldermen find that public property should be named after its principal function, location, or historical reference; however, significant community events, organizations or well-known persons with important contributions to the community, state or nation may deserve public recognition, which may occur by way of naming or renaming public rights-of-way or facilities.


Section 4-1101- Naming criteria and requirements.

- (a) Naming or renaming of a public right-of-way or facility shall occur only when the proposed naming or renaming satisfied at least one of the following criteria:
 - (1) It honors and commemorates a noteworthy person associated with the City of Savannah, Chatham County, the State of Georgia or the United States of America;
 - (2) It commemorates local history, places, events or culture;
 - (3) It will strengthen neighborhood identity; or
 - (4) It recognizes native wildlife or natural geographical features.

- (b) The following shall not be considered for purposes of naming or renaming:
 - (1) Persons that resided in the City of Savannah for less than 5 years, other than prominent national figures;
 - (2) Names assigned to existing public property within the City or unincorporated Chatham County where duplication of the name is likely to lead to confusion; and
 - (3) Except as set forth in Section 4-1106 of this Article, commercial names where usage of such name would amount to advertising.

- (c) Naming requests shall consider:
 - (1) The number of residents and businesses directly affected;
 - (2) Community diversity;
 - (3) The historical significance of preexisting name or location;
 - (4) The appropriateness and compatibility of the request in relation to the existing area;
 - (5) The impact on emergency service delivery; and
 - (6) Continuity and stability.

- (d) Requests to name a public right-of-way or facility in honor of a natural person should also consider the following:
 - (1) Absent extraordinary or extenuating circumstances, the proposed honoree shall be deceased;
 - (2) Whether the proposed namesake made a sustained contribution over an appreciable time period, exerted efforts of benefit or significance to local, state or national affairs and/or demonstrated leadership in governmental,


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- cultural or historical affairs, humanitarian efforts, or community development;
 - (3) Contributions that beneficially changed the nature and characteristics of the community; and
 - (4) Achievement by a native Savannahian of national or international acclaim in a specific field of endeavor that has reflected positively on Savannah.

Section 4-1102. - Naming new facilities or public property.

- (a) All requests to name newly acquired, created or previously unnamed public property shall be made in writing and directed to the attention of the City Manager. Such requests shall include:
 - (1) The precise location and description of the subject property;
 - (2) A thorough discussion regarding the history of the property or surrounding area, as may be applicable;
 - (3) The name, address and contact information of the requestor; and
 - (4) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.
- (b) Upon receipt of a property naming request submitted pursuant to this section, the City Manager shall submit the request to the Historic Sites and Monuments Commission. The Commission shall consider the requirements of this Article and submit a recommendation to the City Manager for presentation to the Mayor and Aldermen no later than 120 days after receipt of the request. Recommendations are subject to approval by City Council.


Section 4-1103 – Renaming of public property, facilities or streets.

- (a) All requests to rename public property shall be made in writing and directed to the attention of the City Manager. Such requests shall include:
 - (1) In the instance of a street or roadway:
 - (A) A supporting petition signed by not less than 75 percent of all property owners abutting the public right-of-way;
 - (B) The present official name of the street;
 - (C) The proposed new name;
 - (D) The specific location of the street or roadway;
 - (E) The name, address and telephone number of the person requesting the name change;
 - (F) A statement of reasons supporting the renaming request;
 - (G) A thorough discussion regarding the history of the right-of-way, including all prior names associated therewith; and
 - (H) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the right-of-way is located.
 - (2) In the instance of a park, playground, trail, recreational area or space:

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- (A) A supporting petition signed by not less than 51 percent of all property owners abutting the subject property;
 - (B) The present official name of the property;
 - (C) The proposed new name;
 - (D) The specific location of the property;
 - (E) The name, address and telephone number of the person requesting the name change;
 - (F) A statement of reasons supporting the renaming request;
 - (G) A thorough discussion regarding the history of the property, including all prior names associated therewith; and
 - (H) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.
- (3) In the instance of a building, structure or facility:
- (A) The present official name of the building, structure or facility;
 - (B) The proposed new name;
 - (C) The specific location of the property;
 - (D) The name, address and telephone number of the person requesting the name change;
 - (E) A statement of reasons supporting the renaming request;
 - (F) A thorough discussion regarding the history of the building, structure or facility, including all prior names associated therewith; and
 - (G) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the building, structure or facility is located.
- (4) In the instance of all other public property:
- (A) The present official name of the property;
 - (B) The proposed new name;
 - (C) The specific location of the property;
 - (D) The name, address and telephone number of the person requesting the name change;
 - (E) A statement of reasons supporting the renaming request;
 - (F) A thorough discussion regarding the history of the property, including all prior names associated therewith; and
 - (G) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.

Section 4-1104 – Honorary Street Naming Designations.

- (a) Honorary street name designations are intended to recognize individuals who have made significant contributions to the City. Where deemed consistent with the objectives of this section, the designation will be a temporary assignment of the honorarium and shall be in addition to the official name of an existing right-of-way.

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- (b) Requests to affix an honorary designation to a public right-of-way shall be made in writing and directed to the attention of the City Manager. Submissions shall include:
 - (1) Identification of the particular section or block of an existing City street for which the honorary designation is sought.
 - (2) A supporting petition signed by not less than 51 percent of all property owners abutting the subject right-of-way;
 - (3) The present official name of the right-of-way;
 - (4) The proposed honorary designation;
 - (5) The name, address and telephone number of the person requesting the name change;
 - (6) A statement of reasons supporting the honorary naming request, including a discussion of the historical significance, contributions, heroic service or personal sacrifice by the honoree to the City, state or nation;
 - (7) A discussion regarding the history of the property, including all prior names associated therewith; and
 - (8) An endorsement by the current Mayor, an at-large alderman or the alderman representing the district in which the property is located.


 - (c) Honorary designations may be bestowed under the following non-exclusive circumstances:
 - (1) Where the proposed namesake made a sustained contribution over an appreciable time period, exerted efforts of benefit or significance to local, state or national affairs and/or demonstrated leadership in governmental, cultural or historical affairs, humanitarian efforts, or community development;
 - (2) Where the proposed namesake made contributions that beneficially changed the nature and characteristics of the community;
 - (3) Where the proposed namesake is a native Savannahian whom achieved national or international acclaim in a specific field of endeavor that has reflected positively on Savannah; or
 - (4) Where the proposed namesake resided in the City for at least 5 years.

 - (d) Individual family tributes, commercially concerned and corporate-related recognitions shall not be eligible for honorary designation.

 - (e) Roadways under the control of the Federal Highway Administration, Georgia Department of Transportation or Chatham County are not subject to honorary naming.

 - (f) Honorary designations shall be limited to two City Council-approved designations per calendar. Requests will be reviewed and evaluated in the order in which they are received.

 - (g) Upon receipt of a request submitted pursuant to this section, the City Manager shall submit the request to the Historic Sites and Monuments Commission. The Commission shall consider the requirements of this section and submit a recommendation to the City Manager for presentation to the Mayor and Aldermen no later than 120 days after receipt of the request. Recommendations are subject to approval by City Council.

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- (h) Requests approved by the Mayor and Aldermen shall be effective for five years from the date of such approval. The City may remove the sign at the end of the five-year period. If requested, the sign may be given to the applicant, honoree, or a family member of the honoree.
 - (i) Renewal requests may be submitted; provided, however that they are transmitted no less than 60 days before the termination of the effective period. Renewal requests will not be given priority over pending honorary designation requests, if any.
 - (j) Honorary signs may be mounted on the same post as the existing street sign or mounted free standing on a separate post. The City will maintain the sign after installation. Installation of the honorary sign(s) shall be within a reasonable time but no later than 45 days from the date of approval. The City shall replace signs stolen or damaged during the five-year approval period.
 - (k) Along with any application submitted, the applicant shall include payment of a non-refundable fee to defray the costs associated with the review, design, fabrication, installation and maintenance of the sign. The fee shall be charged as set forth in the City's annual Revenue Ordinance. All fees will be deposited in the City's General Fund upon receipt. Fees and costs shall not be waived unless the honorary designation is initiated by City Council.

Section 4-1105. – Naming Dedication Ceremony

An applicant may request a dedication ceremony at the time application is made to the City Manager. The City Manager, or his designee, shall be responsible for scheduling such ceremony.

Section 4-1106. – Donations and Gifts

A donation or gift of land, goods, funding, equipment or other items may constitute a basis upon which to name or rename public property. The donation or gift shall be documented and recorded by the Clerk of Council.

Section 4-1107. - Notification of street name changes; publishing and posting of notices.

When the name of a street permanently has been changed pursuant to this Article, the public works administrator shall notify utility companies and interested state and local agencies of the street name change. Notifications may encompass more than one renaming event and may be provided by publication in a newspaper of general circulation.

Section 4-1108. - Discontinuance.

The City retains the right to reject, discontinue or abandon any naming that occurred pursuant to this Article when deemed in the best interests of the health, safety and welfare of its residents and visitors.