



EVENT #4126

ELECTRICAL REPAIRS

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for repairs and/or modifications to electrical equipment and electrical service at the Industrial and Domestic Water Treatment Facility, well sites and booster stations, sewage lift stations, stormwater pump stations, and various other City facilities. The contract is designed to be utilized for routine repairs and projects under \$25,000, as well as in emergency situations.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. If submitting electronically, submit the total amount for line item #5 as the materials cost (\$20,000) plus the percentage markup cost (ex. If your markup is ten percent (10%) you would enter \$22,000 as your total markup cost). Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted in the office of the Purchasing Department, City Hall, third floor, 2 East Bay Street, Savannah, Georgia 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 **Qualifications/References:** All bidders must be qualified, licensed and familiar with industrial type electrical systems and must have demonstrated a past history of responsiveness, technical expertise, and professionalism to be considered. Copies of applicable licenses must be included with bid submittals. The vendor shall supply a minimum of five (5) references (including company name, contact person, and phone number) for which it has completed similar projects (See Attachment 1). **Bids will not be further considered without Attachment 1.**
- 4.2 **Response Time:** Electrical contractor shall respond to City calls within thirty (30) minutes 8:00 a.m. - 4:30 p.m., Monday through Friday, within one (1) hour 4:30 p.m. - 8:00 a.m., Monday through Friday and weekends and holidays. Response time is defined as being on-site with adequate resources necessary to perform the required work within one hour.
- 4.3 The contractor shall troubleshoot and/or diagnose electrical and control problems and recommend emergency or routine repair programs as required.
- 4.4 The contractor shall assist City personnel in location of necessary repair parts. City personnel will procure parts as necessary or may designate that the contractor supply parts.
- 4.5 The contractor shall assist City personnel in making repairs to eliminate or reduce downtime of vital electrical component systems at various City facilities.

- 4.6 The contractor shall have all necessary equipment to include tools, meters, boom trucks, bucket trucks, bucket truck with 80 foot reach, backhoes, trenchers, line trucks and thermographic equipment available. The contractor shall provide a list of all equipment owned/leased and available for emergency response. Thermographic equipment will be required in order to rapidly diagnose "hot spots" within switchgear, starters and/or related equipment when necessary to insure the integrity of the equipment or when requested by the City.
- 4.7 The contractor shall provide the necessary manpower and equipment to perform normal electrical work to include both rehabilitation and extension of electrical services.
- 4.8 The contractor must have the necessary equipment and manpower to work on multi-volt circuitry up to 600 volts and access to the necessary equipment and manpower on multi-volt circuitry from 600 to 4,160 volts.
- 4.9 Experience: The successful bidder must have demonstrated satisfactory service to major customers in the Savannah area for a minimum of five (5) years. A list of these major customers including a contact name and phone number must be provided with bid submittal. **Bids will not be further considered without Attachment 1.**
- 4.10 Staffing Levels/Certifications: Each bidder must submit a breakdown of shop personnel indicating classification (i.e. journeyman, apprentice, etc.) and number in each category with their bid. Appropriate documentation, certifications, etc. must be available for City review if desired.
- 4.11 Warranty: The successful bidder must provide a written warranty satisfactory to the City covering all contractor provided parts and labor. The warranty timing applies to in service dates and must be for a period of a minimum of 90 days.
- 4.12 All parts and repair work performed under this contract shall conform to NFPA 70.
- 4.13 Job Estimates: Estimated repair times and material costs shall be submitted when requested. Billing shall be based on actual labor hours and actual equipment and parts used.
- 4.14 Quality Control: Each bidder shall submit with this bid a statement explaining their quality control measures for repairs to be made under this contract.
- 4.15 Pricing: Pricing shall be submitted as outlined for labor and materials. Hourly labor rate shall include service truck with all standard tools and equipment staffed by a skilled journeyman and helper/apprentice. The hourly rate will cover work performed during business hours (Monday through Friday 8:00 a.m. through 5:00 p.m.). Work required to be performed outside of normal business hours shall be paid at a rate of 1-1/2 times the stated hourly rate. Hourly labor charges are to begin when the crew arrives on the jobsite. Reasonable travel time to procure parts will be allowed. The City will be the sole judge of what is reasonable travel time. Parts pricing shall be based on a percentage (%) markup from vendor procurement cost. This percentage (%) markup shall be submitted on the bid proposal form.

To verify contract pricing, the successful vendor(s) will be required to provide backup data such as labor time sheets, vendor invoices, etc. All invoices shall have a description of the work performed, the number and rate for all labor hours, and the quantity and price for all materials. A written summary shall be included with each invoice. It shall include each day's activities and materials installed as part of the job. Also, vendor invoices for parts/materials shall be included with each invoice. Delivery tickets will not be accepted as verification for payment.

- 4.15.1 Equipment Rental: Specialty equipment (ie: crane, boat) required to complete City projects may be rented and will be reimbursed at the contractor's cost. Invoices for all rental equipment must be provided with the project invoice to be eligible for reimbursement. No markup will be allowed for these expenses.
- 4.16 Outside Agencies: The successful bidder will extend annual contract pricing to agencies/coordinators with events scheduled in City parks, squares and athletic fields. Pricing for any overtime premium involved will be subject to negotiation between the contractor and the outside agency. Payment for all charges will be made by the outside agency.
- 4.17 Optional Pricing, Athletic Field Lighting: Bidders are also asked to provide an optional unit price to change out athletic field lighting bulbs on an as needed basis. The City replaces approximately 50 -75 bulbs per year. The highest pole is approximately 95 feet. Bulbs may be changed out either by bucket truck or climbing. All bulbs will be provided by the City.
- 4.18 The City of Savannah reserves the right to inspect each bidder's equipment and facilities prior to awarding bid.
- 4.19 The City reserves the right to conduct periodic audits to insure compliance with the contract terms. In general, the audit will consist of a review of a limited number of invoices randomly chosen. Each invoice will be reviewed for proper labor and parts pricing along with appropriate support documentation.
- 4.20 Sub-section for the Wastewater Conveyance Department

4.20.1 The purpose of this sub-section is to outline additional and/or more stringent requirements which may be required by the Wastewater Conveyance Department of the City of Savannah as compared to other departments within the City. Where this sub-section is in conflict with the specifications outlined elsewhere in the contract bid, this sub-section shall govern.

4.20.2 References

- NFPA 70 - - National Electrical Code
- NFPA 110 - - Standard for Emergency and Standby Power Systems
- NEMA Pub 250-2008 - - Enclosures for Electrical Equipment
- Georgia Power Blue Book for Electrical Service and Metering Services
- Georgia Power Publication # 18-23 - - Interconnection requirements for emergency and standby (non-export) generators
- Georgia Power Publication - - Parallel Operation of Generation on the Distribution System

4.20.3 The vendor shall provide the services listed below:

- Repairs and/or minor modifications of existing electrical systems/sub-systems throughout the City of Savannah Wastewater Conveyance Department area of responsibility under the direct supervision of the Wastewater Conveyance Maintenance Department office.
- Reconditioning, up-grading, rehabilitating, and completely rebuilding 600 VAC and below electrical systems and/or sub-systems throughout the City of Savannah Wastewater Conveyance Department's area of responsibility under the direct

supervision of the Wastewater Conveyance Maintenance Department office.

- The occasional direct purchase of electrical parts/material and providing such items to the Wastewater Conveyance Department for utilization on various projects.
- Other supporting services as required by the Wastewater Conveyance Department commensurate with the special skills and/or equipment normally found within the assets of an electrical contractor.

4.20.4 Quality Control

All work performed and/or material provided under the provisions described above shall be subject to the Wastewater Conveyance Department quality control inspection and acceptance standards. Payment of invoices may be withheld in part or in total until work or material meets these standards. Any labor and/or material expenses incurred in the correction of unacceptable workmanship and/or material shall be borne exclusively by the vendor.

4.20.5 Staffing Required

- a. A minimum of two (2) journeyman level electricians qualified and experienced in:
 - Industrial three-phase AC electrical systems installation and repair at 600 VAC and below.
 - Electrical enclosure lay-out and installation techniques.
 - Electrical raceway (conduit and cable tray) fabrication, routing, and installation techniques.
 - Electrical wire type and AWG size selection techniques.
 - Electrical wire installation and termination techniques.
- b. Apprentice level electrical helpers in sufficient quantity to provide each journeyman electrician on staff with a helper.
- c. A minimum of one (1) each journeyman level electrician currently licensed in the State of Georgia to work on and/or oversee all electrical work on 600 VAC and below systems. (This license shall be kept current for the life of the contract. A copy of this license shall be submitted along with the bid submittal and updated copies shall be provided to the Wastewater Conveyance Department when it is renewed.)

4.20.6 Equipment Assets Required

The successful bidder shall have a minimum of the below listed assets on-hand or readily available for the use of electrical work crews at all times throughout the life of the contract:

- a. A fleet of service vehicles capable of reaching every Wastewater Conveyance site where electrical work may be necessary. (NOTE: Some of these sites are located in underground parking facilities, at the end of unimproved roadways, in narrow alleyways, at shopping malls and on narrow dirt pathways).
- b. A sufficient number of power tools (120 VAC), instrumentation meters with required probes, ladders, and hand tools required to perform electrical installations, fabrications, and trouble-shooting procedures (NOTE: All necessary tools to perform required tasks

- shall be on/in the service vehicle upon arrival at work sites).
- c. A bucket truck with operator crew capable of reaching a minimum of 60 feet.
 - d. A mini-excavator with trailer transport capability and qualified operator for use in underground trenching/digging for raceway (conduit) installations and other items in tight areas.
 - e. A minimum of one (1) each conduit pipe-threading system (includes 120VAC powered drive machine, pipe vice, and associated dies for threading conduit) which may be readily transported in the service van fleet vehicles.
 - f. OSHA approved ladder(s) for reaching a minimum of up to 40 feet above ground level.
 - g. Containers/boxes suitable for transport of debris/waste material safely on state and federal highways.
 - h. Sufficient quantities of consumable supplies such as rags, electrical tape, wire nuts, and etc. routinely utilized in electrical work activities shall be “on-board” service vehicles upon their arrival at any work site.
 - i. All service vehicles shall be equipped to safely transport standard sections of conduit pipe and ladders on all state, federal, and local roadways.

4.20.7 Pricing Structure

The successful bidder’s pricing structure shall follow the general guidelines outlined below:

- a. Parts/material not supplied by the city pricing shall be based upon the vendor’s actual cost plus a standard mark-up percentage. The standard mark-up percentage shall be submitted as part of the bid proposal and shall remain firm for the life of the contract.
- b. The hourly labor rate for services rendered shall be based upon the bidder’s normal hours of operation. Regular business hours shall be priced at “straight-time” rates and after-hours/holiday hours shall be priced at “overtime premium” rates (one and one-half time the straight time rate).
- c. Any fees incurred by the vendor (entry passes, disposal fees, and etc.) shall be invoiced at the vendor’s actual cost without mark-up being applied.

4.20.8 Additional Instructions

- a. The successful bidder shall be prepared to provide copies of actual receipts for material purchased and fees paid which show on invoices as requested by the City of Savannah.
- b. All premium-pay work shall be restricted to authorization by the City of Savannah in each and every instance prior to the work being started. Failure to obtain this authorization may result in non-payment at the premium rate at the discretion of the City of Savannah.
- c. An “after-hours” emergency contact telephone number which is answered on a 24 hour, seven (7) day, 365 day-per-year basis shall be provided by the contractor.
- d. After-hours emergency call-outs shall be responded to with electrical service personnel “on-site” within two (2) hours of the contact being made.
- e. The successful bidder shall be prepared to provide an annual or “as requested” historical summary of all services with associated invoices relating to this contract. This summary shall be typewritten or provided electronically in Microsoft Word format.

4.21 Hurricane and Other Natural Disaster Relief

In the event of a hurricane or other natural disaster, the City will have special needs in this area. Each bidder must commit to place the City's requirements in a high priority classification. Each bidder shall submit their plan for responding to such emergency situations and shall address the following items at a minimum:

- Ability to supply additional crews/equipment to augment normal staffing.
- Ability to respond in a timely manner, i.e. on-site timing of first crew, additional crews, etc.
- Impact on pricing for emergency situations: While it is expected that contract pricing for normal crews will be honored, possible use of non-local crews/equipment may require a different structure for these crews.

The quality of responses and commitments in this section will be factored into the overall consideration of the award of this contract.

4.22 Insurance Requirements

4.22.1 Commercial General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.22.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.22.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.22.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.22.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

5.0 General Conditions

5.1 Bidder acknowledges that by submitting a bid for the specified event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of bidder.

5.2 The bid response must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet

- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other requested submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.3 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

- 5.4 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.
- 5.5 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.
- 5.6 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein. The City reserves the right to split the award of this contract if it is deemed advantageous to do so.
- 5.7 This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This contract may be extended for three (3) additional one (1) year periods at the same terms and conditions upon mutual agreement of the contracting parties.
- 5.8 Bidder acknowledges that by submitting a bid for this event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of bidder.

EXCEPTION SHEET

Event #4126

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

City of Savannah Purchasing Department
3rd Floor, City Hall
P. O. Box 1027
Savannah, Georgia 31402
ATTN: Purchasing Director

EVENT NUMBER: 4126

Business Location: (Check One)
 Chatham County
 City of Savannah
 Other

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED A CONTRACT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ALL MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THE BID PROPOSAL FORM CONTAINED IN THESE SPECIFICATIONS TO BE CONSIDERED.

BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE) YES: _____ NO: _____

FROM WHAT CITY/COUNTY _____ TAX CERTIFICATE #: _____ FED TAX ID #: _____

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY): CHECK ONE: _____ CORPORATION _____ PARTNERSHIP _____ INDIVIDUAL _____ OTHER (SPECIFY: _____)

INDICATE OWNERSHIP STATUS OF BIDDER (CHECK ONE): _____ NON-MINORITY OWNED _____ ASIAN AMERICAN _____ AFRICAN AMERICAN _____ AMERICAN INDIAN _____ HISPANIC _____ OTHER MINORITY (describe) _____ _____ WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes _____ No _____
If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Labor Rate Journeyman	3,000 hours		
2	Journeyman Overtime	1,000 hours		
3	Labor Rate Helper /Apprentice	3,000 hours		
4	Help/Apprentice Overtime	1,000 hours		
5	Misc. Materials Cost = \$20,000 + (\$20,000 x ____% markup)	\$20,000	N/A	
6	Boom Truck	50 hours		
7	Bucket Truck	150 hours		
8	Bucket Truck with 60' Reach	60 hours		
9	Bucket Truck with 80' Reach	60 hours		
10	Backhoe	40 hours		
11	Trencher	40 hours		
12	Thermographic Equipment with Operator	10 hours		
13	Wastewater Conveyance Journeyman Straight Time	2,000 hours		
14	Wastewater Conveyance Journeyman Overtime	500 hours		
15	Wastewater Conveyance Helper/Apprentice Straight Time	2,000 hours		
16	Wastewater Conveyance Helper/Apprentice Overtime	500 hours		

Please indicate your percent markup _____%

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

___ Less ___ % ___ Days Prompt Payment Discount (if offered) (_____)

___ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$

=====

HAVE YOU INCLUDED COPIES OF APPLICABLE LICENSES? _____
HAVE YOU INCLUDED YOUR HURRICANE AND OTHER NATURAL DISASTER RELIEF
PLAN AS DESCRIBED IN SECTION 4.21? _____

HAVE YOU INCLUDED ATTACHMENT 1? _____

DO YOU HAVE THE REQUIRED INSURANCE? _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #

DATE _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the
City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE 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 City’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. 4126

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, 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 Mayor and Aldermen of the City of Savannah. The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier 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: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) 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 Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.