



ELEVATOR SERVICING AND MAINTENANCE ANNUAL CONTRACT

EVENT NO. 5273

SPECIFICATIONS AND SPECIAL CONDITIONS

4.0 The purpose of these specifications is to describe requirements for an elevator servicing annual contract for City-owned elevators.

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. Manually submitted 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 at the Purchasing Office, 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 The City currently owns and operates the following elevators:

Location	Type	Manufacturer	Serial No.
4.1.1 Gamble Bldg. 6 E. Bay St	"Oilraulic" Passenger	Dover	E-49110
4.1.2 Civic Center, 20 Orleans Square	"Oilraulic" Stage Lift	Dover	G14163
4.1.3 Civic Center, 20 Orleans Square	Traction Passenger	Dover	C-22914
4.1.4 Civic Center, 20 Orleans Square	Traction Passenger	Dover	C-22915
4.1.5 Civic Center, 20 Orleans Square	Vertical Lift	Inclinador	1-SCL1
4.1.6 Water Quality Control, 1400 E. President St.	Hydraulic Passenger	Otis	C-53201
4.1.7 Water Quality Control 1400 E. President St.	Hydraulic Freight	Otis	C-53202
4.1.8 I&D Water, Hwy 21, Pt. Wentworth	Hydraulic Freight	Monarch	J0255
4.1.9 Bryan Street Garage, 100 E. Bryan St.	Traction Passenger	Dover-TA	C-F8395
4.1.10 Bryan Street Garage, 100 E. Bryan St.	Traction Passenger	Dover-TA	N/A
4.1.11 Robinson Garage, 132 Montgomery St.	Passenger	Dover	N/A

4.1.12 Robinson Garage, 132 Montgomery St.	Passenger	Dover	N/A
4.1.13 State Street Garage, 100 E. State St.	Passenger	Dover	N/A
4.1.14 State Street Garage, 100 E. State St.	Passenger	Dover	N/A
4.1.15 Broughton Municipal, 132 E. Broughton St.	Passenger	Otis	N/A
4.1.16 Broughton Municipal, 132 E. Broughton St.	Passenger	Otis	N/A
4.1.17 City Hall, 2 E. Bay St.	Traction Passenger	Atlantic Coast	VFMC-1000PTC
4.1.18 Police Department, 323 E. Oglethorpe Ave.	Traction Passenger	Atlantic Coast	VFMC-1000PTC
4.1.19 Police Department, 323 E. Oglethorpe Ave.	Traction Passenger	Otis	N/A
4.1.20 Entrepreneur Center, 801 E. Gwinnett	Two-Stop Hydraulic	Atlantic Coast	T2502h
4.1.21 Vehicle Maintenance, 6900 Sallie Mood Dr.	Inclinorator	VL	N/A
4.1.22 Hospitality Center, 2 River St.	"Oildraulic" Passenger	Dover	EH5293
4.1.23 Liberty St. Parking Garage, 301 W. Liberty St.	Traction Passenger	Kone-ECO Disc	N/A
4.1.24 Liberty St. Parking Garage, 301 W. Liberty St.	Traction Passenger	Kone-ECO Disc	N/A
4.1.25 Whitaker St. Parking Garage, 7 Whitaker St.	"Oildraulic" Passenger	Thyssenkrupp	N/A
4.1.26 Whitaker St. Parking Garage, 7 Whitaker St.	"Oildraulic" Passenger	Thyssenkrupp	N/A
4.1.27 Whitaker St. Parking Garage, 7 Whitaker St.	"Oildraulic" Passenger	Thyssenkrupp	N/A
4.1.28 Midtown Municipal Center, 5001 Paulsen St.	Hydraulic Passenger	Otis	484104

4.2 Maintenance and Repair

- 4.2.1 On a monthly basis, the contractor will perform industry-standard preventive maintenance services. These services should cover the total elevator system, including all controllers, re-lamping all signals, and auxiliary equipment, and will be performed during normal business hours.
- 4.2.2 An outline of the services contractor provides must be submitted with bid to ensure comparable services are being received. Bids that do not include this information will not be considered further. Attachment 4 must be submitted with a bid to be further considered.
- 4.2.3 Contractor shall repair and/or replace traveling cable when necessary; replace car guide shoes, guides, and/or rollers when necessary to insure proper operation and keep the guide rails properly lubricated when applicable. Control rooms, pits, and door tracks should be clean and free of oil or other debris.
- 4.2.4 Contractor must furnish all labor and materials necessary to provide full maintenance and repair services. Any repairs required, regardless of the magnitude, will be covered under this contract. The only repairs not covered by the monthly maintenance fee are those repairs caused directly by City negligence or by acts of magnitude, such as lightning strikes and mechanical parts that cannot be physically or visibly inspected (i.e. underground piping), etc.
- 4.2.5 For repair work done within normal working hours, each bidder must submit an hourly rate. The hourly rate billed should be one hourly lump sum including any helpers, travel time, overtime requirements, and any tools and/or equipment needed.
- 4.2.6 For repair work done outside normal working hours, each bidder must submit an hourly rate. The hourly rate billed should be one lump hourly sum including any helpers, travel time, overtime requirements, and any tools and/or equipment needed (see Attachment 2). Attachment 2 must be included with a bid to be further considered.
- 4.2.7 The contractor shall provide a written price estimate of all repairs estimated to exceed \$150.00. The contractor shall not charge for work done or parts supplied which are not part of the written estimate and may not charge the City more than 100% of the total price shown on the written estimate without obtaining prior oral or written authorization of the designated City representative for each building/location of said building.
- 4.2.8 The contractor, without additional charge to the City, shall provide adjustment and/or repair call back service during normal working hours (Monday through Friday, 8:00 A.M. - 5:00 P.M.). Response time shall be less than two (2) hours for non-emergency situations and less than thirty (30) for minutes for emergency situations (i.e., entrapment).
- 4.2.9 After each monthly inspection, the contractor shall provide the City with an itemized list of all work performed on each elevator and should contain the findings of the inspection and recommendations particularly those dealing with code deficiencies, hazards and safety and substandard maintenance. This report must be turned into the building steward within ten (10) calendar days from the inspection.
- 4.2.10 The contractor shall provide the City with a condition survey of each elevator once a year, beginning when awarded and then upon renewal each year.

- 4.2.11 The contractor must be on call 24 hours a day and respond to calls left on any answering device within ten (10) minutes. The contractor must also provide a cellphone or pager number.
- 4.2.12 On a periodic basis, the contractor will perform additional services such as no-load tests, full speed safety mechanism tests, etc. An outline of these additional services including timing must be included with each bid. Bids that do not include this information will not be considered further.
- 4.2.13 All service work must be done in compliance with all current elevator maintenance and safety codes.
- 4.2.14 It is intended that this maintenance contract will ensure safe and efficient operation for the elevators covered. In addition, it is expected that deficiencies noted during annual State of Georgia elevator inspections will be minor or non-existent due to the services provide under this contract. If the City deems that any such deficiencies are excessive, the City reserves the right to cancel this contract and award to the next low bidder or rebid the contract.
- 4.2.15 A service report should be left at each location receiving elevator service. The report should indicate the work performed, hours worked/performed, and should be signed by the service technician and designated City representative for the building/location.

4.3 Contractor Qualifications

- 4.3.1 Contractor shall have a minimum of two (2) technicians located within Chatham County, Georgia. The bidder is required to submit documentation of technician's qualifications. Attachment 3 must be submitted with a bid to be further considered.
 - 4.3.2 Contractors should be certified by Department of Labor Safety Engineering or National Association of Elevator Safety Authorities or have sufficient government inspection experience to qualify for Class A membership in NAESA. This membership will be considered qualified. The contractor should provide documentation to support qualifications with bid submittal. Attachment 3 must be submitted with a bid for the bid to be considered.
 - 4.3.3 Contractor shall have a commercial experience in the maintenance and repair of similar elevator systems. Attachment 5 must be submitted with a bid for the bid to be considered.
 - 4.3.4 Contractor must provide a minimum of three (3) commercial references similar in size and scope of this contract. The bidder is required to submit proof with bid. Attachment 1 must be submitted with a bid to be further considered.
- 4.4** The City reserves the right to split this contract if deemed advantageous to the City. The City also reserves the right to appoint a primary, secondary, and tertiary vendor if deemed advantageous. If secondary and tertiary vendors are awarded under this contract, the monthly inspections shall be performed by the primary vendor. If the primary vendor is unable to perform these routine inspections, the secondary and tertiary vendors may be engaged in that order. If normal or emergency elevator services are needed outside of routine maintenance, the primary, secondary, and tertiary vendors will be contacted to perform the work in that order.

4.5 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three (3) additional twelve (12) month period if all terms and conditions remain the same and all parties so agree. The first term of this contract shall begin upon award and shall end December 31, 2017. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

4.6 **Contacts-** Designated City Representatives for each location:

Midtown Municipal Center - Gwen Rogers (912) 651-6597
Gamble Building – Karyn Jones (912) 651-6524
Civic Center – Stacy Shabazz (912) 651-6550
Water Reclamation - Bruce Knight (912) 651-6620
I & D Water - Willie Weil (912) 964-0698
Parking Garages – Ashley Swindell (912) 651-6470
Broughton Municipal Building – Megan Duffy (912) 651-2352
City Hall – Renee Higgins (912) 651-6524
Savannah-Chatham Metro Police Department –Miles Adams (912) 525-3664
Entrepreneur Center-Gayle Bayley (912) 652-3582
Vehicle Maintenance-Marlon Epps (912) 351-3891
Hospitality Center-Bridget Lidy (912) 525-1500

The City reserves the right to designate new/additional representative at any time.

4.7 **Insurance Requirements**

4.7.1 Comprehensive 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

4.7.2 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

4.7.3 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.

4.7.4 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

4.7.5 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

- 4.8 **Addition/Deletion of Locations:** The City reserves the right to add or delete locations from this contract as needed. If locations are added, the primary, secondary, and tertiary vendors (if awarded) will provide monthly service costs for these locations.
- 4.9 The City reserves the right to bid separately any elevator maintenance, rehabilitation, or upgrade, etc. that it deems necessary.
- 4.10 Payments will not be issued until the work has been completed and accepted by the City. The City will not pre-pay or pay partially for work that has not begun or has not been completed and accepted by the City.
- 5.0 General Conditions
- 5.1 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 submittals as stated

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

- 5.2 Original invoices should be sent to:

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

- 5.3 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.
- 5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.
- 5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.
- 5.6 Those intending to respond to this event, their employees, agents and attorneys, shall not make contact with City Council members, or with City staff outside of the Purchasing Department during the bidding process and evaluation phase.

EXCEPTION SHEET

Event # 5273

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: 5273

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

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

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	4.1.1 Gamble Bldg. Oildraulic Passenger, 6 E Bay Street	12		
2	4.1.2 Civic Center Stage Lift, 20 Orleans Square	12		
3	4.1.3 Civic Center Traction, 20 Orleans Square	12		
4	4.1.4 Civic Center Traction, 20 Orleans Square	12		
5	4.1.5 Civic Center Vertical Lift, 20 Orleans Square	12		
6	4.1.6 Water Quality Control Hydraulic Passenger, 1400 E President Street	12		
7	4.1.7 Water Quality Control Hydraulic Freight 1400 E President Street	12		
8	4.1.8 I&D Water, Hydraulic Freight Hwy 21, Port Wentworth	12		
9	4.1.9 Bryan Street Garage Traction Passenger, 100 E Bryan Street	12		
10	4.1.10 Bryan Street Garage Traction Passenger, 100 E Bryan Street	12		
11	4.1.11 Robinson Garage Passenger, 132 Montgomery Street	12		
12	4.1.12 Robinson Garage Passenger, 132 Montgomery Street	12		
13	4.1.13 State Street Garage Passenger, 100 E State Street	12		
14	4.1.14 State Street Garage Passenger, 100 E State Street	12		
15	4.1.15 Broughton Municipal Passenger, 132 E Broughton Street	12		
16	4.1.16 Broughton Municipal Passenger, 132 E Broughton Street	12		
17	4.1.17 City Hall Traction Passenger, 2 E Bay Street	12		
18	4.1.18 Police Department Traction Passenger, 323 E Oglethorpe Ave.	12		
19	4.1.19 Police Department Traction Passenger, 323 E Oglethorpe Avenue	12		
20	4.1.20 Entrepreneur Center Two-Stop Hydraulic, 801 E Gwinnett Street	12		
21	4.1.21 Vehicle Maintenance Inclinator, 6900 Sallie Mood Drive	12		
22	4.1.22 Hospitality Center Oildraulic Passenger, 2 River Street	12		
23	4.1.23 Liberty St. Parking Garage Eco Disc Traction	12		

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
	Passenger, 301 W Liberty Street			
24	4.1.24 Liberty St. Parking Garage Eco Disc Traction Passenger, 301 W Liberty Street	12		
25	4.1.25 Whitaker St. Parking Garage Oilraulic Passenger, 7 Whitaker Street	12		
26	4.1.26 Whitaker St. Parking Garage Oilraulic Passenger, 7 Whitaker Street	12		
27	4.1.27 Whitaker St. Parking Garage Oilraulic Passenger, 7 Whitaker Street	12		
28	4.1.28 Midtown Municipal Center Hydraulic Passenger, 5001 Paulsen Street	12		
29	Elevator Service Hourly Rate Normal Maintenance	250		
30	Elevator Service Hourly Rate for Emergency Maintenance After Hours	50		

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 \$

=====

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 1 WITH YOUR BID? _____

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 2 WITH YOUR BID? _____

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 3 WITH YOUR BID? _____

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 4 WITH YOUR BID? _____

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 5 WITH YOUR BID? _____

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. 5032

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~~ 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.

ATTACHMENT 1

REFERENCES

In the space below, list at least three (3) current commercial references, in the maintenance and repair of similar elevator systems. This attachment must be submitted with the bid in order for the bid to be further considered.

1. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates elevator servicing provided: _____

2. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates elevator servicing provided: _____

3. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates elevator servicing provided: _____

4. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates elevator servicing provided: _____

5. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates elevator servicing provided: _____

**ATTACHMENT 2
COSTS FOR WORK PERFORMED AFTER HOURS***

This attachment must be submitted with the bid in order for the bid to be further considered.

Company:			
Contact:			
Location:			
Phone Number:		Email:	

* The hourly rate billed should be one lump hourly sum including any helpers, travel time, overtime requirements, and any tools and/or equipment needed

POSITION	HOURLY RATE
helpers, travel time, overtime requirements, tools/equipment	

Total _____

ATTACHMENT 3

This attachment must be submitted with the bid in order for the bid to be further considered.

1. Section 4.3.1 states:

Contractor shall have a minimum of two (2) technicians located within Chatham County, Georgia. Please provide the information below.

Technician's Name: _____

Phone: _____

Does the technician live within Chatham County, GA? _____

Technician's Name: _____

Phone: _____

Does the technician live within Chatham County, GA? _____

2. Section 4.3.2 states:

Contractors should be certified by Department of Labor Safety Engineering or National Association of Elevator Safety Authorities or have sufficient government inspection experience to qualify for Class A membership in NAESA.

Are you certified by the Department of Labor Safety Engineering or National Association of Elevator Safety Authorities? Yes No

A copy of such certificate must be included with this bid in order for the bid to be considered further.

Technician's Name: _____

Phone: _____

Does the technician live within Chatham County, GA? _____

ATTACHMENT 4

This attachment must be submitted with the bid in order for the bid to be further considered.

Section 4.2.2 states, an outline of the services contractor provides must be submitted with bid to ensure comparable services are being received.

Please use the space below to list an outline of the services you provide:

ATTACHMENT 5

This attachment must be submitted with the bid in order for the bid to be further considered.

Section 4.3.3 states, contractor shall have a commercial experience in the maintenance and repair of similar elevator systems.

Please use the space below to list your commercial experience in the maintenance and repair of elevator systems: