

**Event No. 8438 – Replacement of Progressive Cavity Pumps
Bidder’s Checklist – Envelope 1 Requirements**

This checklist shall be attached to the outside of Envelope 1 of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive.

Electronically submitted bids, if allowed, do not require this checklist. Please see event summary online to determine if electronic responses will be accepted.

Firm name: _____
 Contact person: _____
 Address: _____
 Phone number: _____
 Email address: _____

Envelope 1 must contain the following documents:

Initials	Document
	Section 1310 – Disadvantaged Business Employment Provisions
	Non-Discrimination Statement
	Proposed Schedule of DBE Participation
	Good Faith Effort Form and Log (if applicable)

By signing below, bidder is attesting that all items listed in the checklist above have been included in Envelope 1.

Signature: _____ Date: _____

**Event No. 8438 – Replacement of Progressive Cavity Pumps
Bidder’s Checklist – Envelope 2 Requirements**

This checklist shall be attached to the outside of Envelope 2 of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive.

Firm name: _____
 Contact person: _____
 Address: _____
 Phone number: _____
 Email address: _____

Envelope 2 must contain the following documents:

Initials	Document
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Attachments
	Certifications/Licenses
	Insurance
	Any Other Requirements as Stated in the Specs

By signing below, bidder is attesting that all items listed in the checklist above have been included in Envelope 2.

Signature: _____ Date: _____

Replacement of Progressive Cavity Pumps

EVENT NO. 8438

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for replacement of the positive displacement progressing cavity pumps, complete with electric motors, and all specified appurtenances. The system shall be incorporated to fit the existing system, without the additional HMIs, etc.

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.

The City of Savannah has established a 20% DBE goal for this project of which at least half (10%) should be met by a Local DBE. A good faith effort must be made to achieve both goals. Please make sure that the 1310 form is filled out and legible and please double check the email addresses and phone numbers to see if they are correct.

TYPE: The pumping units shall be positive displacements, progressive cavity type specifically designed for pumping cake solids up to 35% concentrations.

4.1 Performance and Design Requirements

- 4.2
- Sludge handling pumps shall be specifically designed and selected for continuous duty pumping of liquids with the following properties
 - Percent Solids- Up to 35%
 - Specific Gravity-1
 - Viscosity-Cake
 - Solids Size- up to 35%
 - Temperature-17 up to 230 (F)
 - Pumps shall be of the compact, closed coupled design. The gear reducer shall be sized for a minimum service factor of 1.5 and designed with a thrust load capability of 150 percent of the actual thrust load.
 - The pumps, along with associated drive appurtenances, shall be mounted on a common fabricated steel base plate.
 - Pre-submittal package must include, at the minimum the following dimensional drawing, performance curve, O and M manual, electrical drive detail.

4.3 Materials

- Rotor-C45 (Ansi 1045)-Duktil Coated
- Stator-Buna N or equivalent
- Pump Body-Cast Iron/Steel
- Shaft Sealing-Packing grease packed with Duktil coated plug in shaft

4.3.1 Equipment

ROTOR AND STATOR:

Each pump shall be a minimum two (four, eight) stage design employing a convoluted rotor operating in a similarly convoluted stator. The convolutions shall be configured to form a cavity between the rotor and stator, which shall progress from the pump's inlet to discharge port with the operation of the rotor. The fit between the rotor and stator at the point of contact shall compress the stator material sufficiently to form a seal and to prevent leakage from the discharge back to the inlet end of the pumping chamber. The stator shall be molded with a seal integral to the stator elastomer preventing the metal stator tube and the bonding agent from the elastomer from contacting the pumped liquid. Gaskets or "O" rings may not be used to form this seal. Stators for sludge pumps shall have Buna elastomer. The sludge pump rotors shall be constructed of 316 SS. Additionally the sludge pump rotors shall have a chromium nitride coating (Duktil) with a minimum thickness of 250 μm (.0108"). Hard chrome plating or ceramic coatings are not acceptable due to the ease at which this coating will crack and the lack of diffusion into the rotor base metal.

ROTOR AND DRIVE TRAIN:

The rotor drive train shall be warranted for one (1) year from acceptance and shall consist of the following:

Each pump rotor shall be driven through a positively sealed and lubricated pin joint. The pin joint shall have replaceable bushings, constructed of air-hardened tool steel of 57-60 HRC, in the rotor head and coupling rod. The pin shall be constructed of high-speed steel, air hardened to 60-65 HRC. The joint shall be grease lubricated with a high temperature (450° F), PTFE filled synthetic grease, covered with Buna N sleeve and positively sealed with hose clamps constructed of 304 stainless steel. A stainless-steel shell shall cover the rotor side universal joint assembly to protect the elastomer sleeve from being damaged by tramp metals or glass. The universal joints shall carry a separate warranty of 10,000 operating hours. This warranty shall be unconditional regarding damage or wear.

CASING: A 150 (300,600) - pound (ANSI B16.5) flanged connection shall be provided at the discharge port. The discharge casings shall each be provided with a 3/8-inch (or larger) tap to permit installation of pressure instruments. The suction casing shall be fabricated from corrosion resistant steel plate and designed with a rectangular opening which is 98.4" by 15.75". The suction casing shall incorporate an oversized and detachable "extension tube" between the hopper opening and the rotor and stator. A single helix ribbon auger shall run the entire length of the suction casing and the extension tube. The ribbon auger shall turn concentrically in the hopper. The auger shall be driven by the main pump drive gear motor. The ribbon auger and extension tube work in concert to apply additional shearing forces against the thixotropic sludge to reduce the apparent viscosity of the material, minimize air entrainment and improve the volumetric efficiency of the pumping elements. The walls of the hopper shall be vertical to minimize bridging. Additionally, the auger speed shall be adjustable independent of the pump speed so that sludge bridging can be eliminated per the actual process requirements. The addition of bridge breakers is not permitted.

Attached are tags on existing pumps that must be comparable.



SHAFT SEALS AND BEARINGS:

Each pump shall be provided with oil lubricated thrust and radial bearings, located in the gear motor, designed for all loads imposed by the specified service. The shaft shall be sealed with minimum 5 rings of packing. The packing gland shall have ports for flushing when required.

ANTIREVERSAL HOLDBACK.

Each main pump gearbox shall be fitted with a differential friction-type holdback designed to prevent reversal of flow when the pump is not in operation. The holdback shall be fitted as an integral component of the main pump gear drive and the unit will be adequately protected against the entrance of dust, dirt and moisture. Anti-reversal holdbacks shall be adequately sized for the specified service.

MOTOR AND DRIVE UNIT:

Gear motors or gear reducers shall be designed in accordance with AGMA 6019-E (Class II). Unless otherwise noted, motors shall be energy efficient, TEFC motors in accordance with Section.

Pumps that require adjustable speed drives (ASDs) are noted in paragraph 1.01 E. ASDs shall be constant torque type as specified in Section. For ASD-driven units, the pump supplier shall be responsible for the provision of the fixed reduction between the motor and pump. The reduction ratio shall be that required to operate the pump at its maximum operating speed when the motor is operating at its nominal rated full speed.

4.3.2. Accessories**RUN DRY PROTECTION:**

The stator shall be fitted with a sensor sleeve and thermistor sensor. A controller shall also be provided and shall be installed by the contractor in the motor control center. The controller shall monitor the stator temperature and activate a shutdown and alarm sequence if the stator temperature reaches the adjustable limit on the controller. The controller shall include a manual local and remote reset function. Input to the controller shall be 1x115VAC/60 Hz.

OVER PRESSURE PROTECTION:

Each pump unit shall be supplied with a silicone-filled isolation ring with a dual mounted gauge and single point pressure switch. The pressure ranges for the switch and gauge shall be selected specifically for each specified service. The isolation ring shall be mounted between ANSI flanges, be sized according to the discharge pipe as shown on the plans and be constructed with a carbon steel body and fittings with a Buna sleeve. The switch shall be SPD'T, NEMA 4.

4.3.3 Level Controller (Optional):

The system shall include a level controller to analyze all the level signals and provide on-the-fly filtering to determine proper operation and speed of the pump to keep the process operating in a continuous manner. The controller shall be as manufactured by the pump manufacturer and include the following features:

1. Minimum of 5 previous installations that incorporate the controller and hardened control algorithms.
2. The controller shall be housed in a non-metallic enclosure that carries a minimum rating of NEMA 4X.
3. The controller shall feature a 5.7" color touch screen, capable of producing a 64,000-color gamut, which will permit operators of selecting or changing parameters of operation. The display shall incorporate the existing touch screen system on site.

4. The controller shall be capable of accepting/transmitting a minimum of the following control signals:
 - a. Qty four (4) analog process inputs.
 - b. Qty four (4) analog process outputs.
 - c. Qty sixteen (16) discrete inputs that are 24 VDC tolerant
 - d. Qty fifteen (15) dry contact relay outputs that are each rated for 10 Amps resistive.

HOPPER EXTENSION WITH LASER MOUNTING BRACKETS:

Each pump shall be supplied with a hopper extension that is pre-installed and flange mounted to the pump. The hopper extension shall include the following as a minimum:

1. A maximum overall height of no more than 5-1/4"
2. Shall include an open hopper flange for the integration of the pump with a customer supplied transition hopper that will extend from the dewatering equipment to the extension flange.
3. The integral flanged hopper extension shall integrate a window on the drive end of the hopper extension. This window will be used for level measurement and presence/absence detection of cake.
4. The integral hopper extension shall include a metal fabricated sloped canopy internal to the hopper extension and covering the window. This canopy will eliminate any cake from falling out of the hopper and obstructing the level measurement and presence/absence detectors.
5. The hopper extension shall incorporate a flexible polycarbonate shield that will divert falling cake away from the level measurement equipment signal. This shield will be clear polycarbonate and will be between 1/8" and 1/4" thick depending on the application. It will be flexible in order to prevent cake build up and eliminate possibility of bridging.
6. The hopper extension shall include all adjustable brackets to mount all the presence/absence and level control transmitters and receivers.

LASER LEVEL TRANSMITTERS:

Each pump will be supplied / installed with three (3) pre-programmed laser measurement devices that incorporate the following characteristics:

1. Each laser shall be self-contained and have an IP67 rating for being capable of being fully submersed.
2. Must be able to measure distances ranging from 8"-390" with an overall accuracy of not more 3/4" where extraneous light is less than 40klx.
3. The laser level transmitter shall project a dot no larger than 5/8" diameter at the maximum measuring length.
4. The laser measurement system shall be able to operate in environmental temperatures ranging from 15-140° F.

Spare Part Components/PLC Components (I/O)

- One set of special tools shall be provided to service the pumps. In addition, the following shall be provided for each pump size:
 - 1- stator assembly with TSE sensor sleeve
 - 1 Rotor
 - Set of universal joint assemblies
 - Set of packing
 - Included in the PLC should be 1 spare 8 Channel Analog input card
 - 1 spare 8 channel Analog output card
 - 1 spare 8 channel digital input card (110 vac)

1 spare 8 channel digital output card (110 vac)

- Installation- The pumps shall be installed as specified and in accordance with manufacture's written recommendations.
 - Testing- After completion of installation, the pumps shall be completely tested to demonstrate compliance with operation requirements as specified.

4.4 Insurance Requirements

4.4.1 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

4.4.2 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

4.4.3 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

4.4.4 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

4.4.5 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

4.5 Satisfaction of DBE Goals; Good Faith Effort

The City of Savannah has established a 20% DBE goal for this project of which at least half (10%) should be met by a Local DBE. A good faith effort must be made to achieve both goals. Please make sure that the 1310 form is filled out and legible and please double check the email addresses and phone numbers to see if they are correct.

The process by which the City determines whether an Offeror has met the City's DBE goal is set forth in the guidelines below:

- a. A bid/proposal shall be considered non-responsive unless a bidder/proposer meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. In order to meet the DBE goal of a solicitation, a bidder/proposer entity must submit the following information:
 - i. The names and addresses of each DBE that will participate in the contract.
 - ii. A description of the work that each DBE will perform.
 - iii. The percentage of the contract value that each DBE will receive.

- iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each DBE whose participation the bidder/proposer submits to meet the contract goal; and
 - v. Written confirmation, in a form acceptable to OBO, from each DBE that it will participate in the contract as indicated by the bidder/proposer.
- c. The bidder/proposer should submit the above information as follows:
- i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
 - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after the Office of Business Opportunity notifies the bidder/proposer that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.
- i. A bidder/proposer shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's/proposer's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder/proposer has made to meet the goal.
 - ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
 - 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder/proposer must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder/proposer must take appropriate steps to follow up initial solicitations of DBEs.
 - 2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
 - 3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
 - 4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The

fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's/proposer's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.

- iii. In determining whether a bidder/proposer has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder/proposer and the level of participation proposed by other bidders/proposers. The closer the bidder's/proposers proposed participation is to the goal or to the proposed participation by other bidders/proposers, the greater the indication of good faith by the bidder/proposer.

4.6 General Conditions

4.7 The bid response shall include all documents required in the bidder's checklist. All referenced documents must be completed and returned in their entirety to constitute a complete bid.

4.8 Original invoices should be sent to:

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

4.9 The 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.

5.0 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.1 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

5.2 All bids must be submitted in **DUPLICATE**.

EXCEPTION SHEET

Event #8438

If the commodity(ies) and/or services proposed in the response to this bid/proposal is in anyway different from that contained in this proposal or bid, the bidder/proposer 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/proposer'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 Division
305 Fahm Street
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 8438

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

MANUALLY SUBMITTED 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 #: _____

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

ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

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 EXCEPTION SHEET.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Cavity Pumps	4		

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 \$ _____

TIME REQUIRED FOR DELIVERY/INSTALLATION AFTER RECEIPT OF ORDER:

_____ DAYS

DO YOU HAVE THE REQUIRED INSURANCE? _____

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

Authorized Signature

Date

SECTION 01310
LOCAL DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS

The City of Savannah actively encourages employment and participation of small and local disadvantaged businesses in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that local disadvantaged business enterprises (L/DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize L/DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established a **20% DBE goal for this project of which at least half (10%) should be met by a Local DBE.**

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Local Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of local disadvantaged business enterprise participation (Sec. 01310-4) and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

Failure to submit the required documents shall result in the bid not being read or considered.

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of LDBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from L/DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for L/DBE subcontracting in trades with established availability of LDBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to LDBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be debarred from participating in future City contracts.

The contractor is required to fulfill any LDBE utilization commitments made unless good cause is

demonstrated for any failure to fulfill such commitment. **Written approval is required prior to any substitution.**

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any LDBE listed in the completed form entitled "Proposed Schedule of LDBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of LDBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for certification or an application for certification under review but has not been certified is not qualified as a certified LDBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any LDBE that would in any way limit the LDBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

The State of Georgia Department of Transportation maintains a website listing of Disadvantaged Business Enterprises located at www.dot.ga.gov/PS/Business/DBE

Chatham County Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

GA Tech Procurement Assistance Center maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

Savannah/Hilton Head International Airport Commission maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at www.savannahairport.com

NON-DISCRIMINATION STATEMENT

The prime contractor / 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, women, and individuals belonging to other socially and economically disadvantaged groups;
- (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 L/DBE PARTICIPATION

Any L/DBE listed in this completed form must be certified by an approved agency such as City of Savannah (M/WBE), USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of LDBE certification such as a **certificate or letter from the certifying agency is required to accompany the bid**. A firm that has submitted an application for certification or an application for certification under review but has not been certified is not qualified as a certified L/DBE or M/WBE and **will not be** recognized as such during the City's evaluation process.

Name of Prime Bidder/Proposer: _____ Event No. _____

Project Title: _____

**** NOTE: Proof of certification must be attached to this completed form for all firms listed in the table below.**

Name of DBE Participant Firm	Telephone	Email	Address (City, State)	LOCAL DBE? (Y/N)	Type of Work Sub-Contracted	Sub-contract Value (%)	Sub-contract Value (\$)
						%	
						%	
						%	
						%	
						%	
						%	
Total Base Bid							\$
Total Proposed DBE Subcontracts							\$
Bidder's Proposed DBE Participation							%
Proposed Local DBE Subcontracts							\$
Bidder's Proposed Local DBE Participation							%

The undersigned will enter into a formal agreement with the LDBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractors' subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

Local Disadvantaged Business Enterprise

GOOD FAITH EFFORT

Prime Company Name

Bid Date

Project Name

Event Number

If you have failed to secure L/DBE participation or if your L/DBE participation is less than the City's project goal, you MUST complete this form.

If the bidder's method of compliance with the L/DBE goal is based upon demonstration of a good faith effort, the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City. Compliance with each item, 1 through 4 below, shall satisfy the Good Faith Effort requirement absent proof of fraud, intentional and/or knowing misrepresentation of the facts or intentional discrimination by the bidder.

This form must be submitted in its entirety with supporting documentation in a separate sealed envelope with your bid prior to the time of bid opening. Failure to comply will result in the bid being considered non-responsive and the bid will not be read or considered.

- 1.) Please list each and every subcontracting and/or supplier opportunity (DO NOT LIST NAMES OF FIRMS) which will be used in completion of this project, regardless of whether it is to be provided by a LDBE or non LDBE.

(Use additional sheets, if necessary)

List of:
Subcontracting Opportunities

List of:
Supplier Opportunities

2.) Did you obtain a current list of LDBE firms?

_____ Yes

Date of Listing ____/____/

_____ No

Source _____

3.) Please indicate subcontract or supplier list categories for which potential LDBE bidder lists were provided? Provide detail of how these LDBEs were solicited.

_____	_____
_____	_____
_____	_____

4.) **Please attach the following:**

(1) Completed Good Faith Effort Log see: 1310-7 Log

(2) Evidence of solicitation to prospective LDBE firms, such as advertisements, copies of solicitation letters, faxes, emails and other to substantiate efforts.

DEMONSTRATION OF GOOD FAITH EFFORTS MUST INCLUDE ALL ITEMS OUTLINED IN THIS SECTION.

GOOD FAITH EFFORT LOG (Form 1310-7)

Project Name: _____

Event Number: _____

Bidder/Proposer: _____

Certifying Agency	DBE Subcontractor Firm Name	Contact Name	Phone Number	<i>Initial</i> Contact Date	<i>Follow-up</i> Contact Date	Solicited by Phone Y/N	Solicited by Fax Y/N <small>(attach copy)</small>	Solicited by Email Y/N <small>(attach copy)</small>	Comments and Quotes

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

SECTION 01437 LDBE PARTICIPATION REPORT

IMPORTANT NOTICES

- The LDBE Participation Report (Form 01437) must be submitted to the City of Savannah **Contract Analyst and the Office of Business Opportunity** with each pay request. Failure to submit this form can result in no credit toward contracted LDBE requirements and a possible delay in monthly progress payments.
- The Prime Contractor/Consultant **may not change LDBE firms without prior written approval of the City.** Contractors/Consultants may use the Add/Change of LDBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of LDBE Participation (Section 01310). Any unauthorized substitution of LDBE subcontractors can result in withholding of payments for up to 30 days until compliance is reestablished.
- **Documentation providing proof of payments to LDBEs for work on this project shall be kept on file and available for inspection by City staff.**

PROJECT NAME & NUMBER: _____ DATE _____ REPORT NO. _____

PRIME CONTRACTOR/CONSULTANT _____ CONTRACT AMOUNT (\$) _____

OVERALL DBE GOAL 20% MINIMUM LOCAL DBE Goal 10% CHECK THIS BOX If this is the final project report. End Date: _____

LDBE INFORMATION						LDBE PAYMENTS			
APPROVED LDBEs	DESCRIPTION OF WORK or SUPPLIES	LDBE CONTACT PERSON	LDBE CONTACT PHONE #	LDBE CONTACT EMAIL	LOCAL Y/N	ORIGINAL SUBCONTRACT AMOUNT	PAYMENT DATE(S)	TOTAL PAID THIS PERIOD	TOTAL PAID TO-DATE

Total Overall DBE Paid to Date: \$ _____ %
Total Local DBE: \$ _____ %

CONTRACTOR: I hereby certify this information is true and correct; and supporting documentation is on file and available for inspection by the City at any time.

SIGNED _____ TITLE _____ DATE _____ CONTACT # _____

CITY OF SAVANNAH

This report has been reviewed for LDBE contract compliance.

SBO Compliance Coordinator _____ DATE _____

INSTRUCTIONS TO CONTRACTOR/CONSULTANT

To receive credit toward contracted LDBE goals, the Prime Contractor/Consultant must complete and submit this form with each Request for Periodic Payment, beginning with the first payment request. An additional copy of this section must be submitted **to the SBO Compliance Coordinator**. The Office of Business Opportunity may be contacted by phone at (912) 652-3582 or by fax at (912) 651-3175. **Failure to submit this form may result in no credit toward the contract LDBE requirements and a delay in monthly progress payment.**

1. Project Name: The official name of the project as stated on the contract
2. Date: Date Report is being submitted
3. Report Number: Reports must be consecutively numbered.
4. Contract Amount: Total amount of the contract to be paid to the Prime Contractor/Consultant by the City of Savannah for completion of the project.
5. LDBE Goals: Enter the contracted LDBE Goals per the signed agreement.
6. Final Project Report: Place an "X" or checkmark in this box when the project has been completed and the report submitted is the final payment report. Enter the date of project completion.
7. LDBE Information: ONLY LDBEs that have been verified and approved by the City of Savannah Office of Business Opportunity, from the Prime Contractor's/Consultant's "Proposed Schedule of LDBE Participation" may be included on the payment report. NO SUBSTITUTIONS OR CHANGES IN GOALS MAY BE MADE without prior written approval by the City.
8. LDBE Payments: Enter the actual amount of the subcontract agreement for each approved LDBE, the date of any payments occurring within the report period, the amount of the payments to each LDBE during this period and the total each LDBE has been paid-to-date.
9. Earnings-to-date: Enter the total amount paid to date to all LDBE subcontractors.
10. Contractor Certification: The contractor or his authorized representative must sign this form prior to submittal. Signature indicates that all information is true and correct and documented proof of all information is on file and available for City of Savannah review at any time.

GENERAL INFORMATION

The prime contractor/consultant may not change LDBE firms without prior written approval of the City of Savannah Office of Business Opportunity. Approval cannot be obtained from the City's Project Manager, Contract Analyst or other City of Savannah employees. Contractors/Consultants must use the Add/Change of LDBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of LDBE Participation (Section 01310). **Any proposed changes must meet established LDBE goals and conform to contract regulations and LDBE Program Requirements.**

If the prime contractor/consultant in its bid/proposal included any second or lower tier subcontractor/sub-consultant/supplier towards meeting the goal, it is the sole responsibility of the prime contractor/consultant to ensure all LDBE firms have been reviewed and approved by the City of Savannah and to document all subcontracting/sub-consulting and/or supplier participation dollars counted towards the goal, irrespective of tier level. Upon completion of the work, a final "LDBE Participation Report" will be required and submitted with the final pay request.

As per the City's contract, the City's SBO policy, and signed participation reports: the prime contractor/consultant certifies all LDBE payment information to be true and correct, to have all supporting documentation on file and to make copies of this documentation available to the City of Savannah. **Prime contractors/consultants will periodically be required to provide copies of payment documentation** for LDBEs being counted toward the LDBE goal (including the prime contractor/consultant, if it is a LDBE and being counted toward the goal). Failure to comply with the City's request to provide the required documentation may cause the City to withhold payments due the prime contractor/consultant until compliance is attained. Payment documentation includes but is not limited to:

- signed sub-contracts with LDBEs being utilized in meeting the project's LDBE goals
- LDBE invoices for payment related to the project
- proof of payment of LDBE invoices related to the project