



**Event No. 8453**  
**DREDGING OF ALUM SLUDGE POND AT THE I&D PLANT**

**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 will not be accepted for this event.\**

Firm name: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

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

**Envelope 1 must contain the following documents:**

<b>Initials</b>	<b>Document</b>
	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. 8453**  
**DREDGING OF ALUM SLUDGE POND AT THE I&D PLANT**

**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:**

<b>Initials</b>	<b>Document</b>
	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: \_\_\_\_\_

# DREDGING OF ALUM SLUDGE POND AT THE I&D PLANT

EVENT NO. 8453

## SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 These specifications describe the requirements for the dredging of an alum sludge pond at the Industrial and Domestic (I&D) Water Treatment Plant, located at 6183 Highway 21, Port Wentworth, Georgia 31407.

To enter pricing manually, complete the attached bid proposal form. 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 6183 Hwy. 21 N Port Wentworth, GA 31407. 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 Scope of Work

- 4.1.1 The scope of this project is to remove approximately 3,500 cubic yards of accumulated alum sludge from the alum sludge pond by dredging the sludge from the alum sludge pond and pumping it into a drying cell that has been constructed on site.
- 4.1.2 The successful bidder shall supply a cutter/suction dredge with a trained operator, support crew, and supervision as needed. The contractor shall also provide all lifting equipment, workboats, hoses, piping, fittings, etc. as required to complete the dredge operations and pumping operations necessary to transfer dredged material from the alum sludge pond to the drying cell. In addition, the contractor shall be required to provide a one-inch (1") connection for the addition of a polymer as specified and provided by the owner for the application of a polymer prior to discharge into the drying bed. Dredging operations shall be limited each week as required to allow for consolidation of dredged and pumped material within the drying cell. The drying cell has been constructed to provide for continuous removal of free water.
- 4.1.3 The contractor shall dredge a channel from the open area of the alum sludge pond through the vegetation to clear a pathway to each of the five (5) discharge lines entering the pond from the Water Treatment Plant. Each channel shall be at least eight feet (8') wide with a minimum depth of eight feet (8') and a maximum depth of ten feet (10') to allow for the unobstructed flow of plant discharge water into the cleared area of the alum sludge pond. A channel of not less than eight feet (8') wide with a minimum depth of eight feet (8') and a maximum depth of ten feet (10') shall be dredged from the outfall structure toward the center of and connecting to the pond's open area. The remaining volume may be dredged from the open area of the alum sludge pond to the extent that no area of the pond is dredged to a depth of more than ten feet (10').
- 4.1.4 The contractor shall provide a silt curtain across the outfall of the alum sludge pond to capture any floating debris caused by undercutting the pond vegetation. The contractor's work shall be undertaken in such a manner that excessive solids are not released through the outfall discharge causing a violation of the owner's National Pollutant Discharge Elimination System (NPDES) permit or excessive sediment within the downstream discharge channel.
- 4.1.5 The contractor shall adjust as necessary the rate of dredging and pumping to prevent damage to the drying cell.
- 4.1.6 The contractor may clear an area as designated by the owner along the bank of the alum sludge pond of sufficient size to allow a crane to place the dredge and workboat into the pond. The crane will be provided by the successful bidder on this project.

- 4.1.7 It is the intent of the owner to remove the solids from the drying cell as necessary and after sufficient time to allow the dewatered sludge to become sufficiently dry so as to prevent spillage during transport to a disposal area.
- 4.1.8 It is understood that the owner must continue operation of the water treatment plant throughout the course of the contractor's work. As part of the water treatment plant's normal operation, sludge will be continuously entering the sludge pond from the plant. However, the volume of sludge will normally be negligible and shall not be considered in the calculation of total volume removed from the sludge pond. In the event that plant operation changes such that an abnormally large volume of sludge is introduced into the sludge pond, the owner shall estimate the volume and provide the estimate to the contractor so as to allow such volume to be considered in the calculation of total volume removed.
- 4.1.9 The contractor shall provide both a pre and post topographic survey of the sludge surface for the purpose of determining the volume of material removed.
- 4.2 The contract time for this work is 120 calendar days including ten (10) adverse weather days. Liquidated damages at a rate of \$200.00 per calendar day will be assessed for each day that exceeds 120 days.
- 4.3 **General Clean-Up:**  
The contractor is responsible for removing all debris resulting from the work performed, from in and around the worksite, to a legal dump site regularly and at the end of the project.
- 4.4 **Special Conditions:**  
The contractor must furnish manufacturer's standard warranty on products/equipment. The contractor must submit a two (2) year written warranty against defects resulting from workmanship.
- 4.5 **Measurements:**  
All measurements are estimates only and contractors are responsible for verifying field measurements.
- 4.6 **Insurance Requirements:**
- 4.7 Builders Risks / Installation Floater
- Contractor shall purchase a builders' risk/installation floater policy to cover the full amount of the contract until project is turned over to the City.
- Must be on a "special" form including flood and earthquake and deductibles and terms agreeable to the City.
  - The City is to be named as insured — copy of endorsement attached to certificate.
  - A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.
- 4.8 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 shall 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.

#### 4.9 Commercial Automobile Liability

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

- Minimum limits are \$1,000,000.
- Contractor shall 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.

#### 4.10 Workers Compensation

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

Minimum employers liability limits:

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

Contractor shall 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.

#### 4.11 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 shall 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.

#### 4.12 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.

#### 4.13 The contractor shall secure and maintain during the term of this contract Workman's Compensation for all of its employees connected with the work on this bid. Such insurance shall comply with the Georgia Workman's Compensation Law.

Proof of coverage must be provided within ten (10) days of the City's request.

A minimum of thirty (30) days' notice prior to cancellation shall be given to the City of Savannah, in writing, prior to cancellation by insurance carrier.

#### 5.0 **General Conditions:**

The City of Savannah's General Conditions (Section 01500) are hereby made a part of this bid package. By the act of submitting a bid for this work, the prospective supplier of these services acknowledges that he is familiar with the contents of the referenced documents. The City's Technical Specifications and General Conditions are available for download from the City's website ([www.savannahga.gov](http://www.savannahga.gov)).

#### 5.1 The contractor shall take all necessary precautions to protect existing structures and equipment from damage due to construction traffic or equipment. The contractor shall repair all items damaged during the construction at no additional cost to the owner.

#### 5.2 The contractor shall comply with all local, state, and federal regulations as they pertain to construction activities.

#### 5.3 The contractor shall provide, upon request, the following information:

- The contractor shall submit information regarding the business entity, its main focus, and its personnel. The contractor must include a list of projects currently under construction, and under contract. The contractor must include information about their Georgia Contractors License(s) including types, numbers, and dates of issuance.
- The contractor shall submit evidence of its financial ability to complete the project. Evidence may include Standards and Poor's rating, credit ratings and information, or other financial information.
- The contractor shall submit evidence of insurability for a project of this type.
- The contractor shall submit for the City's approval the qualifications, resume, and a list of projects completed by its proposed quality control/quality assurance employee(s) for the project.
- The contractor must disclose information on any projects, including details of any instances within the past five (5) years where a surety company has "completed a project" or "paid for completion" because of a default termination of a construction contract.
- The contractor shall disclose any nonpayment issues with any subcontractors, suppliers or equipment companies.
- The contractor shall disclose any current litigation.

#### 5.4 Permits

The contractor shall be responsible for obtaining all required permits. Fees for the City of Savannah permits will be paid for by the City.

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

5.6 The bid response must include the following documents in the order listed:

- 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.

5.7 Original invoices should be sent to:

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

5.8 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.

5.9 Affidavit of Payment: Before final payment is due, the contractor shall submit evidence satisfactory to the City, that all payrolls, material bills, and other indebtedness connected with the work have been paid. (See Affidavit of Payment – Section 01215)

5.10 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

5.11 This contract shall be awarded to the vendor with the lowest net cost to the City and who meets or exceeds all City specifications.

5.12 Bidders must comply with Section 2-4078 of the City Code regarding wage rates, Title VI of the Civil Rights Act of 1964, the Davis-Bacon Act, the Anti-Kickback Act, and the Contract Work Hours Standard Act. See attached wage decision.

5.13 Warranty Requirements: (Check where applicable)

(A) Provisions of item 2.12 in regards to quality shall apply.

(B) Warranty required.

(a) Standard Warranty shall be offered with bid.

(b) Extended Warranty shall be offered with bid.

5.14 **Bonding:**

(Check where applicable)

(A) Each bidder shall post a bid bond, certified check or money order made payable to the City in the amount of 5% of the bid price. A company check is not acceptable. No bids shall be read or considered without a proper form of security.

(B) No bond, certified check, or U.S. Money Order is required.

(C) Bidder shall post a payment / performance bond, certified check or money order payable to the City in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet requirements of the contract including timely

delivery, performance specifications and warranty requirements. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.

- [ ] (D) Bidder shall post a performance bond, certified check or money order in the amount of % of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee of timely delivery and that equipment, materials and /or goods are delivered according to specifications.

Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia, approved by the City, and must be executed on the attached forms. At the discretion of the City, other forms of security may be considered in lieu of a performance bond.



EXCEPTION SHEET

Event # 8453

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: 8453

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.**

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

**ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.**

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
- AFRICAN AMERICAN
- HISPANIC
- WOMAN (non-minority)
- ASIAN AMERICAN
- AMERICAN INDIAN
- OTHER MINORITY (describe) \_\_\_\_\_

**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.**

**ADDENDA ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*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 COPY OF BID SPECIFICATIONS.**

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1.	Dredging an alum sludge pond at the Industrial & Domestic Water Treatment Plant	3500	per cu/yd.	

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

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**SECTION 01310  
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 with 10% L/DBE goal**.

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](http://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](http://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.

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Signature

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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 \_\_\_% MINIMUM LOCAL DBE Goal \_\_\_%  **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 <u>THIS PERIOD</u>	TOTAL PAID <u>TO-DATE</u>

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

