



## MEMORANDUM

To: Patrick Monahan, City Manager

From: Manuel Dominguez, Director *MD*

Date: 1/21/2020

**RE: Lot Clearing (Event #7071) – DBE Outreach**

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As requested, this memorandum details the City's efforts to maximize participation by Local Disadvantaged Business Enterprises (LDBEs) on the Lot Clearing annual contract (Event #7071), approved by the Mayor and Aldermen on June 20, 2019. This contract allows the Code Compliance Department to address overgrown lots throughout the City when property owners fail to remedy overgrown conditions. If the property owner does not provide payment, the City assesses a lien against the property.

The Lot Clearing contract was identified early on as a good fit for the LDBE program. As such, the contract was assigned a 20% overall DBE goal with a 10% LDBE component. While initial bids did not include DBE participation, the City subsequently worked with each bidder to ensure that all bids met established goals. After working with the City to identify subcontracting opportunities, Beers Housing, Inc. (the contractor ultimately selected) subcontracted with Venson Lawn and Landscaping, a qualified local DBE, to meet the goal with 20% participation.

A timeline of public notices and the procurement process is included below:

### **April 12, 2019**

- Event posted to City of Savannah website and Georgia Procurement Registry
- Notification email sent to 646 registered suppliers with relevant commodity codes
- Notification email sent to registered LDBEs
- Bid documents include 20% overall DBE goal and 10% LDBE goal

### **April 15, 2019**

- Event posted in the Savannah Morning Newspaper

### **April 30, 2019**

- Pre-Bid meeting held
- LDBE goals and procedures detailed to participating contractors

**May 2, 2019**

- Addendum #1 confirming LDBE goals released and posted on City of Savannah website

**May 7, 2019**

- Sealed bids due to the Purchasing Division
- No LDBE participation included in initial bids

**May 8, 2019 – May 13, 2019**

- Office of Business Opportunity works with bidders to identify opportunities to meet LDBE goals
- Bidders achieve LDBE participation goals and are deemed compliant

**June 20, 2019**

- Contract awarded by City Council to Beers Housing Inc. with Venson Lawn and Landscaping as the LDBE subcontractor.

Please let me know if you have any other questions or require further clarification.

Thank you.

CC: Kevin Milton, Code Compliance Department Director  
Molly Huhn, Purchasing Division Director