



SPECIFICATIONS AND SPECIAL CONDITIONS

UNIFORMS FOR SAVANNAH FIRE & EMERGENCY SERVICES ANNUAL CONTRACT

EVENT # 5393

4.0 Specific Specifications

The purpose of this event is to describe the requirements for uniforms for Savannah Fire and Emergency Services (SFES) uniformed personnel.

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. Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered. In order to maintain uniformity, partial bids will not be accepted.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, third floor, City Hall, 2 E. 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 purpose of these specifications is to describe the uniform requirements for SFES. The brands listed below are known to be acceptable. If bidders cannot provide the requested brands (equal), substitute brands (equivalent) of satisfactory design and quality may be submitted for approval subject to the City's evaluation as to its merits unless stated, "no substitutes."
- 4.2 The vendor shall submit equal/substitute brands being offered on bid for consideration. The items must be sent to the SFES Headquarters, 121 East Oglethorpe Avenue, Savannah, Georgia 31401, with the bid number and bidder's name noted on each item for consideration. Items must be delivered to Assistant Chief Wallace no later than 10 business days before bid closes. Bidders will be notified by addendum if other brands are approved.

4.3 Detailed Specifications

A. Flying Cross Polyester Cotton Long Sleeve Shirt (No Substitutes)

Male: Flying Cross 35W54

Female: Flying Cross 126R54

Colors: White & Light Blue

Patchwork: Up to 4



- 4 1/2 oz. 65% polyester/35% combed cotton
- 7-button front closure
- Sewn-in military creases
- Pleated pockets with Velcro®-secured flaps
- Long sleeves
- Wrinkle-resistant
- Full badge sling
- Permanent collar stays
- Shoulder epaulets
- Machine wash and dry
- Imported
- Breathable

B. Flying Cross Polyester Cotton Short Sleeve Shirt (No Substitutes)

Male: Flying Cross 85R54

Female: Flying Cross 176R54

Colors: White & Light Blue

Patchwork: Up to 3



- 4 1/2 oz. 65% polyester/35% combed cotton
- 7-button front closure
- Sewn-in military creases
- Pleated pockets with Velcro®-secured flaps
- Short sleeves
- Wrinkle-resistant
- Full badge sling
- Permanent collar stays
- Shoulder epaulets
- Machine wash and dry
- Imported
- Breathable

C. Blue Generation Twill Button-Down Shirt with Teflon (Equal or Equivalent)

Long Sleeve & Short Sleeve: Blue Generation HM228

Colors: Black / Burgundy / Dark Green / Navy / Royal Blue / Red / Silver Tan / White (Multiple Colors)

Unisex

Embroidery:

Left Breast

- SFES Logo (Full Color)
- Width: 3 ½ ”
- Length: 3 ½ ”

Right Breast Embroidery

- Line 1: Full First & Last Name
- Line 2: Rank Level
- Arial Block Style
- All Caps
- Thread Color: Dark Garments (Gold), Light Garments (Black)



D. Tru-Spec 24-7 Short Sleeve Polo (Equal or Equivalent)

Male & Female: Tru-Spec 20M0B1

Colors: White / Gray / Ranger Red



- 6.3 oz. 60% cotton/40% polyester pique
- TRU-DRI™ technology creates a soft, comfortable feel that wicks away moisture
- Fade, shrink and wrinkle-resistant
- Gusseted sleeves for greater range of motion
- No curl collar
- Mic/Sunglasses loop below placket
- Dual pen/pencil slot on left sleeve
- Machine wash and dry
- Imported

Embroidery:

- Embroidered SFES Patch on Left Chest Area (Full Color)
- Right Chest Area – *only* Line 1: Rank
- Embroidered Thread Color: Black

E. Tru-Spec 24-7 Long Sleeve Polo (Equal or Equivalent)

Male: Tru-Spec Style #4357

Color: White



- 6.3 oz. 60% cotton/40% polyester pique
- TRU-DRI™ technology that wicks away moisture
- Fade, shrink and wrinkle-resistant
- Gusseted sleeves for greater range of motion
- No curl collar
- Mic/sunglass loop below placket
- Dual pen/pencil slot on left sleeve
- Machine wash and dry
- Imported

Embroidery:

- Embroidered SFES Patch on Left Chest Area (Full Color)
- Right Chest Area – *only* Line 1: Rank
- Embroidered Thread Color: Black

F. PORT AUTHORITY LADIES SILK TOUCH L/S SPORT SHIRT (Equal or Equivalent)

Female: Port Authority L500LS

Color: White

Wrinkle resistant



- 5-ounce, 65/35 poly/cotton pique
- Traditional, relaxed look
- Flat knit collar and cuffs

- Double-needle armhole seams and hem
- 3-button reverse placket
- Metal buttons with dyed-to-match plastic rims
- Open hem sleeves
- Side vents

Embroidery:

- Embroidered SFES Patch on Left Chest Area (Full Color)
- Right Chest Area – *only* Line 1: Rank
- Embroidered Thread Color: Black

G. Flying Cross Poly/Cotton Work Trousers (Equal or Equivalent)

Male: Flying Cross 47400

Female: Flying Cross 47400W

Color: Navy



- 6.5 oz, 65% polyester, 35% cotton twill
- Intelli-Dry and StainSmart® 3™ technology repels liquids, wicks away moisture and releases stains with each wash
- Excellent color retention
- Freedom Flex expandable hidden waistband provides up to 4" of stretch
- Tru-Grip waistband keeps shirt tucked in
- 1" wide belt loops tucked into waistband
- Lintrak permanent creases
- Inseams and out-seams are neatly serged and pressed for a smooth finish with pucker-free seams
- Firm bartacking at all stress points for longer life of the garment
- Crushproof double hook-and-eye with fully functional French fly
- Machine wash and dry
- Imported

H. Flying Cross Polyester Gabardine Pants (No Substitutes)

Male: Flying Cross 3900

Female: Flying Cross 3933

Color: Navy



- 12.5 oz. 100% polyester with gabardine weave
- VISA System 3-fabric technology
- Moisture transport: 7 times faster than nano-treated fabrics
- Permanent stain release: 4.5 times better than nano-treated fabrics
- Drying rate: 33% faster than nano-treated fabrics
- Watch pocket
- Quarter top pocket
- Left hip pocket with security tab
- Tru-Grip waistband keeps shirt tucked in
- 3/4" wide belt loops
- Lintrak creases for a sharp, crisp look
- Inside and outside seams are neatly serged and pressed for a smooth finish with pucker-free seams
- Bartacked stress points for durability
- Crushproof hook-and-eye
- Machine wash and dry
- USA/Imported

I. Clip-On Tie (Equal or Equivalent)

Item# UA494 Galls 90063

Color: Black



- 100% polyester
- Pre-tied
- 3" wide tropical weave
- Comes with three buttonholes to keep ties straight
- Slide small end of tie through the loop and button to the shirt
- Made in USA
- Regular (17-1/2"); Long (19-1/2")

J. Flying Cross Waterproof Duty Jacket with Liner (Equal or Equivalent)

Unisex: Item# Flying Cross 59130WP

Color: Navy

Buttons: Gold & Silver “FD” Buttons – dictated by rank

Patchwork: 2

SFES Patch – Left Shoulder

Reverse American Flag – Right Shoulder



- Waterproof
- Badge Eyelet on Left Chest Area
- Black zip out liner: 200 grams Thinsulate lining in the body and 100 grams in the sleeves
- Two roomy inverted pleat compartment patch pockets with VELCRO brand closure
- Side opening hand-warmer pockets
- Left inside pocket
- Bonus pocket on liner
- Silver "P" buttons
- Storm collar with two-way zip-to-top detail for added warmth and protection
- Permanent cross-stitched shoulder straps
- Contoured VELCRO brand cuff closure
- Elasticized waistband in back
- Side zippers with adjustable stretch tabs
- Imported

K. Third Reef Jacket (Equal or Equivalent)

Model#: 15126493 / Mfg. # WMMTRJ-12-XL

Unisex

Color: Red

Lettering:

Yellow Reflective “SFES” lettering on back / centered



- Adult
- Cold Weather
- Rain
- Sailing
- Travel
- Wind Protection
- Sun Protection
- Adjustable Cuffs
- Breathable
- Quick Dry
- Reflective Detail
- Waterproof
- Windproof
- Sunblock Rated
- Fully Lined
- 100% Nylon
- Solid Pattern

L. AFTCO Navy Blue Shorts (Equal or Equivalent)

Style#: M90

Unisex



- Side elastic waistband feature an improved fit
- Soft hand 3-ply Taslan nylon
- 9 pockets for unlimited storage options
- 18.5" out-seam, approximately 7.5" inseam
- Great for all around fit and function on the water
- Belt loops, side elastic, cordura lined plier / utility pocket, double stitched seams for extra durability
- Quick dry & stain resistant

M. Quick Release/Kick-Off Boot (Equal or Equivalent)

- Construction: 6" full grain, water-resistant black leather upper
- Safety Toe: Composite material
- Shank: Non-metallic or Metallic
- Sole: Non-Marking, puncture resistant, slip, oil/gas, chemical, abrasion, and heat resistant.
- Insert: removable/ replaceable foot bead
- Electrical Hazard Rated: Soles are non-conductive

N. Work Boot (Equal or Equivalent)

- Construction: Full grain black leather upper with laces and zipper, and non-marking sole.
- Safety Toe: Composite material
- Shank: Non-metallic or Metallic

- Sole: Non-Marking, replaceable, puncture resistant, slip, oil/gas, chemical, abrasion, and heat resistant.
- Insert: removable/ replaceable foot bead
- Electrical Hazard Rated: Soles are non-conductive

O. Officer Dress Shoe (Equal or Equivalent)

- Construction: High gloss classic black leather oxford style
- Sole: Replaceable, non-marking
- Insert: removable/ replaceable foot bed

P. Flying Cross Class A Dress Coat (No Substitutes)

Style: JA527B

Male: Flying Cross

Female: Flying Cross

Colors: Navy



Patchwork: Up to 4

- Gold 107 Braid 3 inches from cuff
- Gold FD buttons
- Moisture transport: 7 times faster than nano-treated fabrics
- Permanent stain release:
- Fully lined
- Six-button front and peak lapels
- Two lower simulated pockets with plain flaps
- Inside breast pocket
- Shoulder pads and coat front tailoring to enhance the shape of the coat
- Badge tab
- Name plate eyes
- Must match Item H (Flying Cross Polyester Gabardine Pants)

Q. Bell Crown Dress Cap (No Substitutes)

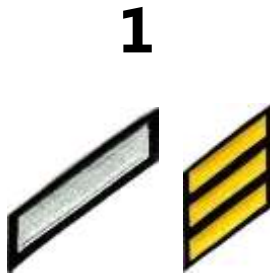


- 100% polyester gabardine

- Black patent leather visor
- Silver or gold FD buttons (dependent on rank)
- 1/2" black plastic strap

4.4 Detail Specifications

A. Patch Detail



Service Stripes
 4 Years of service for each stripe
 Light blue long sleeve = silver
 White long sleeve = gold
 Left Forearm
 Provided by awarded vendor



SFES Patch
 Left Shoulder
 Provided by SFES



Reverse American Flag
 Right Shoulder
 Provided by awarded vendor



Pro Board Patch
 Right Sleeve
 Under the reverse American flag
 Optional Patch

All department patches will be provided by Savannah Fire & Emergency Services for the vendor to apply on uniform items that require the department's official uniform patch

The following patches will be needed or must be provided and applied by the vendor:

Pro Board Certified Patch



Pro Board Certified Patch

- Size: 2.25x3
- Fabric: #105 Royal Blue
- Border: #70 Imperial (th)
- Thread (th) / Ink (in): #40 Lt Gold (th)
- Placed below the Reverse Flag (Right Sleeve) of Long & Short Sleeve Dress Shirts as requested and indicated on the uniform order ONLY

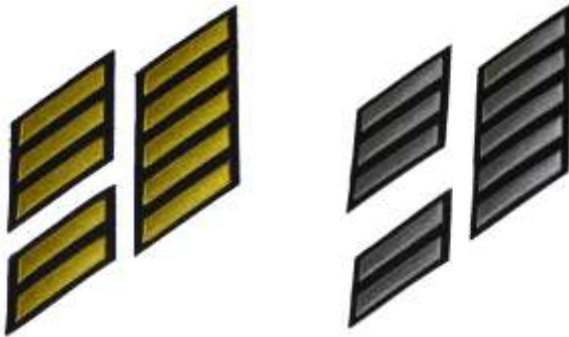
Reverse American Flag



Reverse American Flag

- Size: 2x3.5 inches
- **ALL** right sleeve of long and short shirts
- **ALL right sleeve of all** jackets

Service Stripes (Hash Marks)



Service Stripes (Hash Marks)

Uniform Hashes - Navy Backing / Gold or Gray Hash

- One color stripe
- 2-inches wide x 3/8-inches (per stripe)
- Felt backing

ALL left lower sleeve of all white and light blue long sleeve dress shirts (The number of hash marks needed for each order will be given on the uniform order.)

B. Embroidery Detail

Embroidery of the SFES logo must be embroidered on the left breast and embroidery of the rank level must be embroidered on the right breast of each shirt ordered. A sample of a shirt showing all requested embroidery must be completed by the vendor, submitted, and approved by SFES before orders can be placed and/or filled.

Left Breast Embroidery

SFES Logo (Full Color)

Width: 3 1/2 ”

Length: 3 1/2 ”



The SFES embroidered logo must be in full color to resemble the SFES patch as shown.

Right Breast Embroidery

Rank Level

Arial Block Style

All Caps

Black

Embroidered Rank Levels

Fire Chief

Assistant Chief Operations

Assistant Chief Logistics

Battalion Chief

Captain

Master Firefighter

Firefighter

Support 1

Fire Marshal

Chief Fire Investigator

Fire Investigator

Training Division Chief

Special Operations Chief

Construction Coordinator

PIO

5.0 Other Requirements

- 5.1 The vendor must measure for uniforms as needed at no additional cost to SFES. Hours and location for measurement will be in coordination with SFES over a period of three (3) consecutive days at three (3) different locations to cover all three (3) shifts.
- 5.2 Shirts shall be carefully pressed in a first-class manner.
- 5.3 The vendor must subcontract a local dry cleaning company that will handle all uniform alterations and/or dry cleaning. Military style alterations experience is preferred.
- 5.4 List the cost to locally alter shirts or trousers on the bid proposal form.
- 5.5 The awarded vendor shall maintain a website that will allow active duty and retirees to purchase items approved by SFES.
- 5.6 The awarded vendor must provide a web based ordering system for all orders being placed.
- 5.7 The vendor shall not place an order without first obtaining a requisition number from SFES.
- 5.8 Complete requisitions shall be filled before shipment or pickup is made. No partial shipments will be allowed unless directed by SFES.

- 5.9 Price of trousers must include hemming.
- 5.10 The City shall be the sole judge concerning the merits of products, materials, and/or service (s) provided in accordance with specifications set forth in bid solicitation. No consideration shall be given for failure to perform properly.
- 5.11 The successful bidder will be required to maintain a 20 percent (%) minimum inventory of trousers, shirts, and footwear in popular sizes (uniform male sizes 31-44 / female sizes 6-16 and footwear sizes 7-1/2 – 13), to insure continuous uninterrupted availability throughout the contract. All other items may be ordered as needed rather than stocked. The vendor must guarantee delivery within 30 days except all footwear shall be delivered within ten (10) workdays. All back ordered items not delivered within 30 days will be discounted a minimum of 20% of the bid price.
- 5.12 **Delivery**
Each order placed under this agreement shall be delivered to Savannah Fire & Emergency Services, Service Support Center, 6 West Henry St., Savannah, GA 31405.
- 5.13 **Emergency Replacement**
Delivery of replacement footwear (required stock) damaged in the line of duty must be delivered with 72 hours after receipt of order.
- 5.14 **Warranty**
Footwear shall have a limited lifetime warranty of at least six (6) months against defects in material and workmanship.
- 5.15 Successful bidder will be required to give priority service in handling orders, etc.
- 5.16 Bidders must provide manufacturer name and stock number with this bid.
- 5.17 Quantities will be bid on a per-unit price. No guarantees will be made as to actual quantities to be purchased. Quantities are estimates only.
- 6.0 **Special Conditions**
- 6.1 The bid response must include the following documents in this order:
- Bid Proposal Form (as a cover 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.
- 6.2 Bids shall be submitted in **DUPLICATE**.
- 6.3 This is an annual contract. Prices shall remain firm for one (1) year from date of award of contract. The first contract term will be from the time of award through December 31, 2018. Renewals will be from January 1 through December 31 for each subsequent year. The City reserves the right to renew this contract for up to two (2) additional twelve (12) month periods if all parties so agree.
- 6.4 Award will be to the vendor offering the lowest price that meets or exceeds specifications.
- 6.5 The City intends to award to a single vendor for all items specified in bid.

6.6 Invoices submitted to the City must contain requisition number, name, size, quantities, unit prices and a description of the item as it appears on bid proposal pages.

6.7 Backordered item shall be indicated on the original invoice as well.

6.8 Original invoices shall be mailed to:

Savannah Fire & Emergency Services
Accounts Payable
121 East Oglethorpe Avenue
Savannah, GA 31401

6.9 Prompt payment discount will not be considered in this award.

6.10 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in connection with this event must be acknowledged in the bidder's response in order for the bid to be considered.

6.11 Period of non-communication: 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. The exception to this is for substitute item consideration delivery as listed in section 4.2.

EXCEPTION SHEET

Event # 5393

If the commodity(ies) and/or services proposed in the response to this bid is in any way 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)
(SUBMIT A MINIMUM OF TWO COPIES)

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

BID NUMBER: 5393
Business Location: (Check One)
 Chatham County
 City of Savannah
 Other

Deliver: 2 E Bay Street,
Savannah, Georgia 31401
ATTN: Purchasing Director

ALL BIDDERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED EVENTS. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. IF SUBMITTING A BID PROPOSAL MANUALLY, IT MUST BE SUBMITTED ON THIS FORM.

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 MWB/E 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.

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.**

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
A.	Flying Cross Polyester Cotton Long Sleeve Shirt (No Substitutes)	175		
B.	Flying Cross Polyester Cotton Short Sleeve Shirt (No Substitutes)	200		
C.	Blue Generation Twill Button-Down Shirt (Equal or Equivalent)	30		
D.	Tru-Spec 24-7 Short Sleeve Polo (Equal to Equivalent)	200		
E.	Tru-Spec 24-7 Long Sleeve Polo (Equal or Equivalent)	20		
F.	Port Authority Ladies Silk Touch L/S Sport Shirt (Equal or Equivalent)	20		
G.	Flying Cross Poly/Cotton Work Trouser (Equal or Equivalent)	250		
H.	Flying Cross Polyester Gabardine Pants (No Substitutes)	70		
I.	Clip on Ties (Equal or Equivalent)	50		
J.	Flying Cross Waterproof Duty Jacket with Liner (Equal to Equivalent)	125		
K.	Third Reef Jacket (Equal or Equivalent)	20		
L.	AFTCO Navy Blue Shorts (Equal or Equivalent)	80		
M.	Quick Release/Kick-off Boot (Equal or Equivalent)	200		
N.	Work Boot (Equal or Equivalent)	80		
O.	Officer Dress Shoe (Equal or Equivalent)	70		
P.	Flying Cross Class A Jacket (No Substitutes)	70		
Q.	Bell Crown Dress Cap (No Substitutes)	70		

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) (N/A)

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

TOTAL NET BID \$ _____

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____ DAYS

PER SECTION 5.3, PROVIDE THE NAME, ADDRESS, AND CONTACT INFORMATION FOR THE LOCAL DRY CLEANING COMPANY THAT WILL HANDLE ALTERATIONS.

PER SECTION 5.4, LIST THE COSTS FOR ALTERATIONS PROVIDED BY THE COMPANY LISTED ABOVE.

Cut down in body:	\$ _____
Shorten Sleeves	\$ _____
Take in Waist	\$ _____
Sew on patches	\$ _____
Patch Removal	\$ _____
Trouser Hemming	\$ _____

PER SECTION 5.5, WHAT IS THE NAME OF YOUR COMPANY WEBSITE TO BE USED FOR PURCHASING ITEMS?

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

Any M/WBE listed in this completed form must be certified by the City of Savannah and/or other certifying agency such as USDOT, GDOT, SBA 8(a) or GMSDC prior to the due date of this bid. Proof of M/WBE 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 M/WBE certification or an application for M/WBE certification under review 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.

Name of Proposer: _____

Event No. _____

Project Title: _____

NOTE: Unless certified through the City of Savannah's MWBE Program, proof of MWBE certification must be attached to this completed form for all firms listed in the table below.

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	City Certified Y or N
					%		
					%		
					%		
					%		
					%		
					%		

MBE Participation Value: _____ %

Women 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 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 Minority/Female joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

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

Developing a Strong M/WBE Participation Plan

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

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