

SECTION IV

EVENT# 4329

GENERATOR MAINTENANCE ANNUAL CONTRACT SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe the requirements for routine planned maintenance (RPM) and repair services for emergency standby auxiliary power equipment, emergency standby power systems, and other related equipment within the scope of this contract for all City of Savannah departments and activities which employ said equipment systems and sub-systems.

References: NFPA 110 Standard for Emergency and Standby Power Systems
NFPA 70 National Electrical Code

If submitting electronically, submit the total amount for line item #2 as the materials cost (\$12,000) plus the percentage markup cost (ex. If your markup is 10% you would enter \$13,200 as your total markup cost). Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, City Hall, third floor, 2 East Bay Street, Savannah, Georgia 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 The successful bidder shall warranty all repairs and/or services rendered for a minimum of 90 days.
- 4.2 Pricing for the services under this contract shall be submitted in two (2) major categories:
- 4.2.1 RPM Services
- a. This pricing shall cover all items required in the RPM schedule to include labor, materials, and required fees. This price shall remain firm for the duration of the contract.
 - b. Services shall be identified and invoiced individually for each system/sub-system.
- 4.2.2 Repair Services
- a. This pricing shall be based upon actual labor (hourly), material/parts used, and fees required to affect the complete repair. Each system shall be identified and invoiced separately. Invoices shall include, but not be limited to, the following billable items:
 1. Parts and material required and used: Parts and material pricing shall be based upon a cost plus standard mark-up percentage. This standard mark-up percentage shall be submitted on the bid proposal form and shall remain firm for the life of the contract.
 2. Labor Rate: Bidder shall provide both a regular straight time and a premium overtime hourly labor rate. The straight-time hourly rate shall be based upon the vendor's normal hours of operation. Authorization to work and invoice at the premium overtime rate shall be solely at the

discretion of the City of Savannah. Vendor's normal hours of operation shall be listed on the bid proposal form.

3. Fees: Fee costs incurred by the by the necessary requirements to accomplish the service shall be invoiced at the vendor's actual cost **WITHOUT MARK-UP BEING ADDED.**

- 4.3 To verify that pricing remains compliant with the contract terms, the successful bidder shall be prepared to provide backup data such as labor time sheets, purchase receipts for parts, etc. on demand. All invoices shall include a brief written job summary describing each day's activity, parts utilized, fees incurred, etc. so that City of Savannah personnel may review/analyze the work completed for future planning, budgeting, and scheduling purposes.
- 4.4 RPM services scheduling shall be coordinated through the applicable maintenance superintendent for each activity. Generally, RPM services shall be scheduled as follows:
 - A. Water Supply and Distribution (Water Wells): This department's equipment shall be scheduled for four (4) services per calendar year or roughly once every three (3) months. These services shall consist of three (3) level one minor services and one (1) level two major service.
 - B. Wastewater Conveyance (Lift Stations): This department's equipment shall be scheduled for four (4) services per calendar year, or roughly once every three (3) months. These services shall consist of three (3) level one minor services and one (1) level two major service.
 - C. Police Stations: This department's equipment shall be scheduled for four (4) services per calendar year, or roughly once every three (3) months. These services shall consist of three (3) level one minor services and one (1) level two major service.
 - D. Fire Department: This department's equipment shall be scheduled for four (4) services per calendar year, or roughly once every three (3) months. These services shall consist of three (3) level one minor services and one (1) level two major service.
 - E. Parking Garages: This department's equipment shall be scheduled for four (4) services per calendar year, or roughly once every three (3) months. These services shall consist of three (3) level one minor services and one (1) level two major service.
 - F. Water Quality Control Treatment Plants: This department's equipment shall be scheduled for twelve (12) services per calendar year (one every month). These services shall consist of eleven (11) level one minor services and one (1) level two major service.
 - G. Storm Water Pumping Stations: This department's equipment shall be scheduled for twelve (12) services per calendar year (one every month). These services shall consist of eleven (11) level one minor services and one (1) level two major service.
 - H. I & D Water Services: This department's equipment shall be scheduled for twelve (12) services per calendar year (one every month). These services shall consist of eleven (11) level one minor services and one (1) level two major service.

- 4.5 All services shall be invoiced for each individual system or sub-system with the unit or system identified per the applicable department's assigned designation (Example: Lift Station #12, Well #25, etc.). Services performed for the Lift Station Department will require the successful bidder to enter all data and costs associated with generator maintenance resulting from a service call. For a repair service, the successful bidder will go into CityWorks, locate the work order and complete it to include all repair information and costs associated with equipment, labor, and material. For level one and level two services, the successful bidder will go into CityWorks and create a work order against the generator to receive servicing; each generator will have its own unique asset ID assigned in CityWorks. This work order will be completed to include all ELM costs and repair data. Additionally, electronic copies of the invoice and supporting documentation for all services will be attached to the work order (in CityWorks). Access to CityWorks will be provided by the City of Savannah IT Department and training will be provided by the Lift Station Department.
- 4.6 The successful bidder shall have a well-stocked and fully-equipped service department located within a 25 mile radius of the sites where the equipment systems and sub-systems are normally located.
- 4.7 All work performed on electrical power generation and transfer equipment shall be accomplished under the technical management of an electrical licensed contractor qualified in 600VAC and below three-phase and single-phase installation, repair, and maintenance.
- 4.8 All work performed shall be in compliance with NFPA 70 National Electrical Code, NFPA 110 Standard for Emergency and Standby Power Systems as well as other applicable federal, state, and local codes. Work shall also be in accordance with industry recognized good practices.
- 4.9 All work performed shall be subject to City of Savannah user department quality control inspection and acceptance personnel or their designee. Payment may be withheld in part or in total should the work not meet the quality standards of the City of Savannah.
- 4.10 PM services shall include, but not be limited to, the following:
- 4.10.1 Level One Minor Service
- A. Start and run the unit a sufficient time to achieve normal operating temperature and verify that the engine thermostat is operating correctly.
 - B. Visually inspect all belts and hoses to verify they are fully serviceable. Adjust belt tension as necessary.
 - C. Verify that all fluids (oil, coolant, etc.) are at correct levels and in serviceable condition. As necessary, top-off levels with up to one (1) gallon of the required fluid. Verify that concentrations of OEM required additives are correct. Adjust (increase or dilute) as necessary.
 - D. Inspect and verify the serviceability of the radiator cap.
 - E. Verify that all hose clamps are properly tight and serviceable. Tighten as necessary.
 - F. Pressure test the coolant system and verify that it will hold and maintain OEM specified pressure without leaks.
 - G. Verify that the fuel tank is a minimum of 50% full.

- H. Verify that all fuel tank accessory devices (vents, filler device, rupture basin alarm device, fuel level indicator, etc.) are present and fully operational.
- I. Verify that all flexible fuel lines are serviceable and not leaking. Tighten connections as necessary.
- J. Inspect and verify that any “hard pipe” feeder fuel lines are not leaking.
- K. Verify that all engine component items (starter, breather, air cleaner, and etc.) are properly mounted and fully operational.
- L. Inspect and verify the serviceability of the air cleaner filter element(s).
- M. Verify that the rain cap and/or exhaust miter fitting(s) are present and serviceable and operating correctly.
- N. Verify that all exhaust components are properly assembled and tight. Tighten as necessary.
- O. Disconnect, clean, and coat all starting battery connections, then reconnect.
- P. Inspect engine wiring harness and verify its serviceability.
- Q. With inspection covers removed, inspect all wiring (AC and DC) and verify wire and termination integrity.
- R. Clean out/remove all rodent and bird nesting material found on or in the unit.
- S. Inspect for evidence of fluid leakage. Tighten clamps/bolts as necessary.
- T. Brush and/or wipe down unit enclosure interior, skid tank top, and genset exterior to remove rodent droppings, leaves, oil residue stains, etc.
- U. Lubricate all door locking/latching mechanisms with an appropriate spray lubricant.
- V. Visually verify the structural integrity of enclosure and fuel tank.
- W. Verify correct electrolyte level(s) in the starting batteries. Top off with distilled water as necessary.
- X. With a conductance meter, verify that the starting batteries are within serviceable specification range.
- Y. Verify the correct operation of the system battery charger-maintainer (float charger) and adjust as necessary.
- Z. Verify that all inspection plate covers are in place and correctly fastened.
- AA. Verify that the genset, housing, and skid-tank are correctly assembled and that all necessary assembly hardware is in place and properly tightened.
- BB. Verify the correct governing of engine speed, AC voltage output, and AC frequency output of the unit using a calibrated meter. Compare the control-mounted meter readings with calibrated reading and adjust as necessary.
- CC. Verify the correct output of the engine-mounted battery charging alternator.
- DD. Verify the correct operation of the transfer indicator lights/meters.
- EE. Simulate all engine safety warning and shut-down conditions and verify the correct system indication and response to the simulated malfunctions. Perform the same testing for the alternator protective function.
- FF. Verify the correct operation of the system exerciser and test functions under no load/transfer conditions.
- GG. With customer advance notification and authorization verify the correct system operation with the site online under simulated power fail or system test conditions. Record load voltage and current readings.
- HH. Return the entire system to full automatic operation.
- II. Dispose of all waste materials.
- JJ. Report all deficiencies noted and not corrected under the provisions of the PM guide lines to the user department.

4.10.2 Level Two Major Service

- A. Perform all of the level one minor service requirements.
- B. Change the engine oil using OEM specified or equal engine oil.
- C. Change all oil, fuel, and (if applicable) coolant filters with OEM specified or equal filters.
- D. Mark all new filters with the date they were changed and the engine elapsed hours reading. Use permanent marking means (ex. Magic Marker) on the replaceable filter canister(s).
- E. Obtain a fuel sample from the tank bottom, middle area of the fuel, and the top 1/3rd of the stored fuel. Visually verify that the fuel is acceptable for use in accordance with ASTM D 4176-04 Procedure 1. Report any unacceptable condition to the Wastewater Conveyance Maintenance superintendent.
- F. Treat the fuel and fuel tank with an acceptable biocide agent to destroy (kill) any biological contaminants which may be present in the fuel system.
- G. All batteries (9-volt, type 123, and etc.) in the transfer switchgear designed to maintain power to the exerciser/real-time “clocks” therein during power outages.

(NOTE: STEPS E and F APPLY TO LIFT STATIONS AND GWINNETT STORMWATER STATION ONLY.)

4.10.3 Prepare and submit a report to the using department maintenance superintendent and/or his designated representative listing all deficiencies noted but not corrected under the scope of the RPM Service to include recommendations for corrective action.

4.10.4 The successful bidder shall notify the system/equipment using department upon arrival and departure to/from the site at every visit.

4.11 **Repair Service**

Repairs, special testing, and/or other services which are not included in the scope of RPM services shall be authorized by a designated representative of the City of Savannah using department on a case-by-case basis. Repair estimates and/or formal quotations may be required by the using agency prior to the initiation of the actual work. Only written estimate authorizations shall be acceptable.

4.12 The physical location of and unit information such as KW size, etc. for each system/sub-system shall be supplied to all bidders by each City of Savannah department representative during the scheduled pre-bid conference.

4.13 Since the City of Savannah’s infrastructure is constantly evolving, the quantities, locations, and configurations of the systems/sub-systems covered under the terms of this contract may change. The responsible City of Savannah department shall keep the contractor informed of such changes as they occur. It is expected that systems may become inactive and/or be reactivated as a result of this process necessitating RPM service and repair schedule adjustments which the responsible City of Savannah department shall coordinate/negotiate with the contractor for purposes of schedule and/or price restructuring as necessary.

4.14 **Additional Instructions**

The waste water conveyance maintenance office reserves the right to visit the bidding vendor's shop facilities and/or interview selected members of the vendor's staff during the evaluation. Such a visit shall be coordinated through and with the consent of the bidder.

4.14.1 Each bid submission shall include a brochure/pamphlet type document clearly describing and defining the services offered as set forth above attached to the bid submission. This document shall be in such format to permit ready comparison to others on a line-by-line basis (organization's background history, capabilities, and other such information is desired).

4.14.2 Each bidder shall submit a listing of staff personnel qualifications. The servicing staff shall be required to have the minimum number of personnel cited below with the listed qualifications:

- a. One (1) each technician with 600VAC and below, three-phase, electrical installation and repair experience. Valid electrical unlimited license from the State of Georgia is required.
- b. Two (2) diesel engine service and repair technicians.
- c. Two (2) factory trained and certified power generator and automatic transfer switch equipment technicians.

Staff personnel qualifications must be submitted with a bid in order for the bid to be considered further.

4.14.3 Each bidder shall have the below listed assets on hand and/or readily available to service technicians:

- A. A fleet of service vehicles capable of reaching every site where the type equipment to be serviced is located. Some of these sites are in underground parking garages, and/or accessible only by unimproved roadways, alleyways, and narrow unpaved pathways.
- B. Appropriate electronic/electrical test meters and probes required to accomplish repair and service activities.
- C. Appropriate hand and electric-powered (120VAC) hand tools "on-board" the service vehicle upon site arrival.
- D. Specialized equipment such as resistive load-bank(s), lifting crane/boom truck, etc. with qualified operator.
- E. Drums/barrels or other containers suitable to transport fluids on public roadways.
- F. Containers suitable for transport of solid waste/ trash on public roadways.
- G. A business association with at least one service organization which is qualified and certified to perform services related to fuel cleaning and fuel polishing to two micron level for fuel tank capacities ranging from 50 US gallons to 8000 US gallons at physical sites throughout the City Of Savannah.

4.15 The successful bidder shall provide an "after-hours emergency" telephone number which is manned 24 hours, seven (7) days per week for emergency service requests. The emergency response team/technician shall respond and arrive onsite within one (1) hour of the service call being made.

4.16 **Natural Disasters**

In the event of a hurricane or other natural disaster, the City of Savannah will have special needs for support/repair of the equipment to be serviced in this contract. With widespread power outages and essential systems damage and/or failure expected under such circumstances, all emergency equipment must be operable and/or augmented as soon as possible. Furthermore, all systems/equipment in service will require more frequent and timely servicing than the “normal” schedule provides for. Each bidder shall commit to place the needs of the City of Savannah in a high priority status during such events. **Each bidder shall submit their plan for such responses to this type of emergency which shall, at a minimum, address the following:**

- A. Capability to supply extra work crews and equipment as augmentation to normal staffing and equipment.
- B. Capability to respond within a greatly shortened time frame (Estimated time until arrival on-site of first crew, additional crews, etc.).
- C. Impact on pricing of emergency disaster related services. While it is expected that the normal contract pricing structure will be used for local staffing, it is understood by the City of Savannah that the use of non-local additional crews may require a different pricing structure. This adjusted pricing structure shall be submitted as part of the bid.
- D. Capability to provide augmented quantities of mobile/portable equipment systems.

NOTE: The quality of responses and commitments in this area will be factored into the overall consideration process for awarding of this contract.

Emergency plans must be submitted with a bid in order for the bid to be considered further.

4.17 Bid will be awarded to the vendor offering the lowest net cost to the City who meets or exceeds all specifications. The City reserves the right to split the award or to award to primary, secondary, or tertiary bidders if the City deems to be in its best interest.

4.18 The successful bidder(s) shall be prepared to provide an annual, or as requested, digitally formatted (Microsoft Word is preferred) maintenance history of all equipment service/repared under this contract to include labor time sheets, vendor purchased parts receipts, and other costs associated with services provided for City of Savannah auditing if deemed necessary by the City.

4.19 Insurance Requirements

4.19.1 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

4.19.2 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

4.19.3 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

4.19.4 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

4.19.5 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

4.20 This is an annual contract and prices are to be held firm for a period of one (1) year 12 months). This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

5.0 General Conditions

5.1 The bid response must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other submittals as stated

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

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable



P.O. Box 1027
Savannah, Georgia 31402

- 5.3 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.
- 5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.
- 5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.



EXCEPTION SHEET

If the commodity(s) 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_____



REVISED 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: 4329
Business Location: (Check One)
Chatham County
City of Savannah
Other

ALL BIDDERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED A CONTRACT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ALL MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THE BID PROPOSAL FORM CONTAINED IN THESE SPECIFICATIONS TO BE CONSIDERED.

Name of Bidder:

Street Address:

City, State, Zip Code:

Phone: Fax:

Email:

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE) YES: NO:

FROM WHAT CITY/COUNTY TAX CERTIFICATE #: FED TAX ID #: INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY): CHECK ONE: CORPORATION PARTNERSHIP INDIVIDUAL OTHER (SPECIFY:)

INDICATE OWNERSHIP STATUS OF BIDDER (CHECK ONE): NON-MINORITY OWNED ASIAN AMERICAN AFRICAN AMERICAN AMERICAN INDIAN HISPANIC OTHER MINORITY (describe) WOMAN (non-minority)

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

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

A – ROUTINE PLANNED MAINTENANCE

ITEM NO.	DESCRIPTION	NUMBER OF GENERATORS	ESTIMATED QUANTITY OF ANNUAL SERVICES PER GENERATOR	TOTAL QUANTITY OF SERVICES (COLUMN C x COLUMN D)	UNIT PRICE PER SERVICE	TOTAL
1	Scheduled Maintenance - Wells Level I	41 Generators	3 Services	123 Each		
2	Scheduled Maintenance - Wells Level II	41 Generators	1 Service	41 Each		
3	Scheduled Maintenance - Lift Stations - Level I	145 Generators	3 Services	435 Each		
4	Scheduled Maintenance - Lift Stations - Level II	145 Generators	1 Service	145 Each		
5	Scheduled Maintenance - Stormwater - Level I	23 Generators	11 Services	253 Each		
6	Scheduled Maintenance - Stormwater - Level II	23 Generators	1 Service	23 Each		
7	Scheduled Maintenance - I & D - Level I	10 Generators	11 Services	110 Each		
8	Scheduled Maintenance - I & D - Level II	10 Generators	1 Service	10 Each		
9	Scheduled Maintenance – Fire Department - Level I	14 Generators	3 Services	42 Each		
10	Scheduled Maintenance – Fire Department - Level II	14 Generators	1 Service	14 Each		
11	Scheduled Maintenance – Police Stations - Level I	7 Generators	3 Services	21 Each		
12	Scheduled Maintenance – Police Station - Level II	7 Generators	1 Service	7 Each		
13	Scheduled Maintenance - Parking Garages - Level I	3 Generators	3 Services	9 Each		
14	Scheduled Maintenance - Parking Garages - Level II	3 Generators	1 Service	3 Each		
15	Scheduled Maintenance - President Street Plant- Level I	1 Generator	11 Services	11 Each		
16	Scheduled Maintenance - President Street Plant - Level II	1 Generator	1 Service	1 Each		
17	Scheduled Maintenance - Georgetown - Level I	1 Generator	11 Services	11 Each		
18	Scheduled Maintenance - Georgetown - Level II	1 Generator	1 Service	1 Each		
19	Scheduled Maintenance - Crossroads - Level I	2 Generators	11 Services	22 Each		
20	Scheduled Maintenance - Crossroads - Level II	2 Generators	1 Service	2 Each		
21	Scheduled Maintenance - Wilshire - Level I	1 Generators	11 Services	11 Each		
22	Scheduled Maintenance - Wilshire - Level II	1 Generators	1 Service	1 Each		

TOTAL BID FOR A – ROUTINE PLANNED MAINTENANCE \$ _____

B - REPAIRS				
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
23	Repair Labor Straight Time	1000 Hours		
24	Repair Labor Overtime	500 Hours		
25	Repair Parts = \$40,000.00 + (\$40,000.00 x ___ %Markup)	1 Lot	N/A	

Please specify your percent markup _____ %

TOTAL BID FOR B – REPAIRS \$ _____

TOTAL BID (Table A and Table B) \$ _____

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 \$
=====

WHAT ARE YOUR NORMAL HOURS OF OPERATION? _____

ARE YOU ABLE TO MEET ALL INSURANCE REQUIREMENTS LISTED IN THE SPECIFICATIONS? _____

HAVE YOU SUBMITTED STAFF PERSONNEL QUALIFICATIONS? _____

HAVE YOU SUBMITTED YOUR EMERGENCY PLANS? _____

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 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, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title



PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** Proof of M/WBE certification from the certifying agency is required to accompany the bid. A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. 4329

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Date: _____

Title: _____

Email: _____

Telephone: _____

Fax: _____

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



Developing a Strong M/WBE Participation Plan

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

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