



EVENT #5010

TRANSPORTATION SERVICES FOR GOLDEN AGE ANNUAL CONTRACT

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for transportation services for the Golden Age program.

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.

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 Detailed Specifications

- 4.2 The bidder must have on hand at time of bid, the following vehicles:

- a) The minimum of three (3) vans capable of transporting a total of 40 ambulatory passengers.
- b) Three (3) backup vehicles, whether through ownership, lease agreement, or contracted through a state agency, that can be utilized in cases of emergency when the primary vehicles cannot be used. Backup vehicles must meet all specifications as apply to primary vehicles. Proof of this information must be provided with the bid package when submitted on Attachment D in order for your bid to be considered.

- 4.3 Bidders shall submit with their bid a plan for transportation (Attachment A). Attachment A must be submitted with a bid to be considered.

- 4.4 Vehicles used for transporting participants shall be kept in a safe operating condition and licensed in accordance with state laws.

- 4.5 Each vehicle shall have a Georgia Liability Insurance card in the vehicle.

- 4.6 Vehicles shall be equipped with seat belts or other appropriate restraints. Additionally, as described below, a first aid kit and a fire extinguisher suitable for Class B fires shall be required in each vehicle.

- a) First aid kit designed to meet the needs of ten (10) passengers per vehicle.
- b) Fire extinguisher 2A-10BC or greater, pressurized, dry-chemical type extinguisher which bears the approval of underwriter's laboratories, on each vehicle. Extinguisher must be mounted in a bracket located in the driver's compartment and readily accessible to driver and passengers. A pressure gauge shall be mounted on the extinguisher so as to be easily read

without moving the extinguisher from its mounted position. The operating mechanisms shall be sealed with a seal type which will not interfere with the use of the fire extinguisher.

- 4.7 The number of participants occupying, or the loading limit for any vehicle used for transporting participants, shall not exceed the manufacturer's rated seating capacity.
- 4.8 The interior and exterior of the vehicle shall be maintained in reasonable repair. Cracked windows, torn upholstery/carpeting, worn tires, and damaged metal shall not be acceptable.
- 4.9 Vehicles shall be kept uncluttered and free of hazardous objects.
- 4.10 Report of inspections shall be forwarded on a quarterly basis to the Parks and Recreation Services Department. Vehicle inspections by a certified mechanic are required every six (6) months.
- 4.11 Participants shall be seated in comfortable, safe, and adequate space at all times when the vehicle is in motion.
- 4.12 There shall be no more than two (2) people in the front seat, including the driver.
- 4.13 Drivers must have a valid driver's license for the vehicle they are operating.
- 4.14 All drivers shall have the following training:
 - a) Working with the elderly
 - b) Safe/defensive driving
 - c) First aid
 - d) What to do when an accident occurs
 - e) Cardio-Pulmonary Resuscitation (CPR)
 - f) Vehicle maintenanceBidders shall include documentation of these trainings with a bid submission on Attachment C to be considered.
- 4.15 Transportation shall be provided by regular scheduling and routing.
- 4.16 Transporting vehicles shall be parked so that no participant will have to cross the street in order to meet it or in order to arrive at a destination.
- 4.17 The motor shall be turned off, the key removed, and the brakes set at any time the driver leaves the bus.
- 4.18 All vehicles shall be equipped with air conditioners and heaters and maintained in a workable condition.
- 4.19 No passengers are to remain in vans for more than 45 minutes from home to a center in the morning, or from a center to home in the afternoon.
- 4.20 **Contractual Arrangements**

The transportation service contractor shall have sufficient personnel meeting all local health and transportation examinations required and have the necessary vehicles to deliver the participants to the designated sites within the prescribed times. Any deviation from these standards or suggested changes due to various problems of the contractor must be approved by the program coordinator assigned by the Leisure Services Bureau of the City of Savannah.

4.21 Qualifications: Bidders shall provide the following documentation with their bid submittal. Failure to do so may be cause for rejection of bid.

4.21.1 Evidence of Eligibility

- a) Statement of financial stability
- b) Evidence of compliance with fair labor practice and equal opportunity regulations

4.21.2 Attachment B – Experience with similar programs to include:

- a) The operation of transportation services
- b) Involvement with senior citizens
- c) Management experience with similar community programs

4.21.3 Attachment C – Description of staff support available to local transportation service management such as licensed drivers and experienced dispatchers.

4.21.4 Attachment D – Evidence of Vehicle Equipment. Bidders shall provide a comprehensive list of all required equipment as detailed in section 4.2

4.22 The transportation service locations to be covered under this contract are the Moses Jackson Center, Windsor Forest Center, Eastside Center, and Mary Flournoy Center.

4.23 It is the responsibility of the bidder to be fully acquainted with all conditions to be found at the site.

4.24 The hours of service are Monday through Friday, at 9:30 a.m. and 3:00 p.m., for delivery and pickup, respectively, and should reflect all City of Savannah holidays including the following:

Independence Day	July 4, 2017
Labor Day	September 4, 2017
Veterans Day	November 10, 2017
Thanksgiving Day	November 23, 2017
Day After Thanksgiving	November 24, 2017
Christmas Day	December 25, 2016
Day After Christmas	December 26, 2016
New Year's Day	January 1, 2018
ML King Day	January 15, 2018
President's Day	February 19, 2018
Memorial Day	May 28, 2018

4.25 The morning pickup shall commence in sufficient time to have all participants delivered to the Golden Age Centers no later than 9:30 A.M.

4.26 The afternoon service shall leave the Golden Age Centers no later than 3:00 p.m.

4.27 The successful bidder shall be responsible for arriving in sufficient time to have all passengers loaded and ready to depart at 3:00 p.m., no earlier than 2:15 pm.

4.28 The successful bidder shall be responsible for compliance with federal, state, and local government rules, regulations, and taxes as may affect transportation services provided under this contract.

4.29 It shall be the responsibility of the successful bidder to notify the program coordinator immediately of any delays or problems in transportation to the Golden Age Centers.

4.30 Scope of Operation

The vendor will operate under the authority of the City of Savannah. The vendor shall hold blameless the City of Savannah from any and all claims, demands, or liabilities arising out of the vendor's operations excepting only claims, demands, or liabilities arising from the negligence of the City, its agents, or employees. The services that the vendor shall be responsible for shall include, but not be limited to, the following:

- a) Furnish all vehicles
- b) Dispatch planning by experienced dispatchers
- c) Transportation procedures and services
- d) Adequate liability insurance coverage per section 4.37
- e) Maintenance and cleanliness of all vehicles
- f) Supervision, both administrative and technical
- g) Field audits to check daily records and controls
- h) Periodic visits by responsible company executives
- i) Daily and monthly reports on operations

4.31 Center Locations

- a) Mary Flournoy Center - 1001 West 39th Street
- b) Eastside Center - 409 Goebel Avenue
- c) Moses Jackson Center - 1410 Richard Street
- d) Windsor Forest Center - 414 Briarcliff Circle

4.32 Accountability

Upon delivery of participants at the service site, the company representative shall present for signature to a Golden Age Center representative a receipt/route sheet for transportation. Such receipt/route sheet shall include the following information:

- a) Date of delivery
- b) Site number code of the transportation service site
- c) Name of transportation service site
- d) Number delivered (by name)
- e) Signature of authorized person receiving delivery
- f) Time of delivery
- g) Comments

4.33 All records of the vendor bearing upon transportation service delivered under this contract, including the records on receipt, shall be made available to the City. Upon request the City, shall have access to all such records for audit or review at the vendor's local and/or principal offices during ordinary business hours. The vendor shall maintain all of these records for a period of three (3) years from the end of the federal fiscal year to which they pertain.

4.34 Increases and decreases may be made in the number of participants requiring transportation by the City daily within a period of prior written notice mutually agreed upon.

4.35 The vendor shall be liable for service that does not meet the stated requirements herein.

4.36 The vendor charges shall reflect the fair market value of all similar programs provided throughout the City of Savannah.

4.37 Insurance Requirements

4.37.1 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.

4.37.2 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.

4.37.3 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.

4.37.4 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.

4.37.5 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.

4.38 Facilities and Equipment

Facilities and equipment may be inspected by officials of the City prior to award of this contract.

4.39 Contractor's Resident Personnel

All management personnel shall be thoroughly trained and experienced to the satisfaction of the City.

4.40 Personnel relations of employees on the bidder's payroll shall be the bidder's responsibility. The bidder shall comply with all applicable government regulations related to the employment and payment of personnel.

4.41 The bidder shall require all of its employees assigned to duty in the City to submit to health examinations and drug tests before being hired, and as frequently and as stringently as required by law; and to submit satisfactory evidence of compliance with all safety regulations to the City of Savannah (see Exhibit 1) and State of Georgia. Bidder's facilities shall be subject to inspection by the Department of Transportation.

4.42 The bidder's employees must submit to background checks to include national criminal, credit, and sex offender databases. All employees shall be held to the City of Savannah background check standards as outlined in Exhibit 1 – City Background Standards.

4.43 The contractor must provide drug test results and background screening documents upon the request of the City.

4.44 The contractor shall be responsible for any costs associated with employee drug testing and background checks. Any costs associated with drug testing, health screenings, and background checks shall not be billable to the City of Savannah.

4.45 The work involved in this contract shall be accomplished by personnel regularly employed by the contractor.

- 4.46 The bidder shall provide work opportunities in keeping with the wage scales in effect for workers in other similar jobs.
- 4.47 Service Specifications
Service specifications for various categories are listed below. The bidder may list alternate service specifications for any programs he would like to include over and above these specifications. The center will give the transportation service a pickup sheet a day in advance (not later than 2:00 p.m.) detailing which participants to pick up the next day.
- 4.47.1 The driver shall wait for a reasonable amount of time (i.e., five minutes) after signaling (i.e., honking) in front of a participant's house, keeping in mind the physical capabilities of the elderly participants.
- 4.47.2 The driver shall get out of the vehicle to open the door of the vehicle to permit entry into the vehicle and the driver will close the vehicle door securely when the participant has been comfortably seated.
- 4.47.3 The driver shall be instructed to help the participants onto and off of the bus, and to the participant's front door when deemed necessary for the sake of the participant.
- 4.47.4 The vehicles shall be equipped with a system to maintain constant communication with the dispatcher to monitor the position and destination. The drivers are requested to explain why participants marked on the list are not picked up.
- 4.47.5 All participants are to arrive at the centers by 9:30 a.m. and depart by 3:00 p.m. each day. Written notice of unexcused late arrivals or departures of participants will be made to the contractor. After written notice has been given on two (2) unexcused late arrivals or departures within one (1) monthly billing cycle, the City may be caused to evoke a penalty on the vendor (see Section 4.48). Excusable late arrivals and departures or uncontrollable emergencies include: mechanical breakdowns, weather conditions, health emergencies, and traffic accidents.
- 4.47.6 The vendor may refuse transportation to any program participant who uses profane language, threats, obscenities, disrespectful language or gestures, or engages in fighting with the vehicle driver or other participants.
- 4.48 Penalty Clauses
- 4.48.1 Morning delivery: Once proper notice has been given, relating to two (2) unexcused absences, a penalty of 25% per participant may be deducted from the normal fee charged for the trip if the client(s) arrives at the center after 10:00 a.m.
- 4.48.2 Afternoon delivery: Once proper notice has been given, relating to two (2) unexcused absences, a penalty of 25% per participant may be deducted from the normal fee charged for the trip if the client(s) departs the center after 3:30 p.m.
- 4.49 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to four (4) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2017. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

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

Event #5010

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: 5010

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.

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

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

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

**FROM WHAT CITY/COUNTY _____
TAX CERTIFICATE #: _____ FED TAX ID #: _____**

**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.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Transportation Services for Golden Age Programs	10,250 Round Trips		

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 \$

=====

DO YOU HAVE THE REQUIRED INSURANCE? _____

HAVE YOU SUBMITTED ATTACHMENT A? _____

HAVE YOU SUBMITTED THE REQUIRED DOCUMENTATION PER SECTION 4.21.1? _____

HAVE YOU SUBMITTED ATTACHMENT B? _____

HAVE YOU SUBMITTED ATTACHMENT C? _____

HAVE YOU SUBMITTED ATTACHMENT D? _____

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

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. _____

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~~ 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.

ATTACHMENT A – TRANSPORTATION PLAN

This attachment is required per section 4.3.

1. The number of vehicles earmarked for this specific contract, showing the year, make, and model of each vehicle to be used.

2. The condition of each vehicle and the stated load capacity of each vehicle.

3. The Vehicle Identification Numbers (VIN) of each vehicle.

4. The name and address of the vehicle insurance company and the agent in charge.

5. The procedure used to schedule and route transportation and the steps and people involved in getting transportation provided.

6. Other information.

ATTACHMENT B

SIMILAR PROGRAMS

In the space below, list five (5) current commercial references, similar in size, preferably dating back five (5) years. Responses must be submitted with this attachment, per Section 4.21.2 in order for bids to be considered.

1. Name of Company/Municipality: _____
Types of service provided: _____
Address: _____
Contact: _____
Phone: _____
Dates service provided: _____

2. Name of Company/Municipality: _____
Types of service provided: _____
Address: _____
Contact: _____
Phone: _____
Dates service provided: _____

3. Name of Company/Municipality: _____
Types of service provided: _____
Address: _____
Contact: _____
Phone: _____
Dates service provided: _____

4. Name of Company/Municipality: _____
Types of service provided: _____
Address: _____
Contact: _____
Phone: _____
Dates service provided: _____

5. Name of Company/Municipality: _____
Types of service provided: _____
Address: _____
Contact: _____
Phone: _____
Dates service provided: _____

ATTACHMENT C - STAFF LIST

In the space below, list all relevant staff and personnel. This attachment is required per section 4.21.3.

1. Name: _____
Position: _____
Years with company: _____
Trainings completed: _____

2. Name: _____
Position: _____
Years with company: _____
Trainings completed: _____

3. Name: _____
Position: _____
Years with company: _____
Trainings completed: _____

4. Name: _____
Position: _____
Years with company: _____
Trainings completed: _____

5. Name: _____
Position: _____
Years with company: _____
Trainings completed: _____

6. Name: _____
Position: _____
Years with company: _____
Trainings completed: _____

ATTACHMENT D – EQUIPMENT

Please use addition sheets if necessary – This must be included in your bid in order for your bid to be considered.

1. Make:
 Model:
 Age:
 Quantities:
 ___ Owned ___ Leased ___ Contingent Lease

2. Make:
 Model:
 Age:
 Quantities:
 ___ Owned ___ Leased ___ Contingent Lease

3. Make:
 Model:
 Age:
 Quantities:
 ___ Owned ___ Leased ___ Contingent Lease

4. Make:
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5. Make:
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6. Make:
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EXHIBIT 1
CITY OF SAVANNAH
HUMAN RESOURCES DEPARTMENT
STANDARDS FOR BACKGROUND CHECKS

The City of Savannah is interested in recruiting and retaining a fully qualified and credible work force. It is the duty of the City of Savannah to use reasonable care to select employees competent and fit for the work assigned to them and to refrain from retaining the services of an unfit employee. The following background procedures set forth the standards and process to review the background of applicants prior to City employment. These procedures will be modified from time to time in keeping with sound personnel practice and compliance with local, state and federal laws.

The Process

After an applicant has been interviewed and tentatively selected by the appointing authority, the appointing authority notifies the Human Resources Department and the Human Resources Department conducts a background check on the tentative selection. Human Resources obtains work references from former employers; if the position requires a college degree, specialized certifications, etc., obtains and verifies copies of these documents; checks criminal conviction records; checks motor vehicle records of applicants for positions which require driving; checks credit records of applicants in applicable positions; requests drug and alcohol test results from previous employers for employees applying for CDL driving positions; and contacts the tentative selection and schedules the individual for a pre-employment drug screen. The Authorization to Release Information form is part of the City's application.

Motor Vehicle Reports

The Human Resources Department in conjunction with the Risk Management Administrator develops and administers the motor vehicle requirements for those positions requiring driving as a major component of their duties. Job class specifications determine positions which require a driver's license and the type of license required to perform the essential functions of the position. The Human Resources Department obtains a motor vehicle report from the Department of Motor Vehicles for those applicants required to maintain a driver's license. Current standards for disqualification are as follows.

A. General Applicants

The driving record is reviewed by the Human Resources Department for conformance with the following guidelines. Individuals being considered for positions which require operating a vehicle as an essential function of the job must not have had:

- A conviction (includes Judgment before Probation and Nolo Contendere) of DUI or DWI within the last three (3) years.
- Three or more moving violations in the past two (2) years and six (6) or more in the past seven (7) years.
- A vehicular homicide or hit and run conviction.
- Suspension of driver's license within the last three (3) years for moving violations.

All circumstances surrounding a pending case will be considered before making a final hiring decision.

B. Commercial Drivers' License (CDL) Drivers

In addition to meeting the requirements for general applicants, the City must also obtain specific background information from former employers of applicants for CDL driver positions. The Federal Highway Administration (FHWA) requires employers to obtain the following information on applicants being considered for positions which require a CDL:

- Positive controlled substances test results for the two (2) years preceding the date of inquiry.
- Alcohol test results of 0.04 or greater for the two (2) years preceding the date of inquiry.
- Refusals to be tested for the two (2) years preceding the date of inquiry.

The Human Resources Department obtains this information after applicants have been tentatively selected for positions that require a CDL. In the event the City learns that within the previous two (2) years an alcohol or controlled substance test administered under any of the DOT testing rules resulted in the applicant being prohibited from driving, Human Resources will obtain proof that the applicant was evaluated by a Substance Abuse Professional (SAP) and submitted to a required return-to-duty test. The applicant and/or former employer must provide this verification. The negative pre-employment DOT drug test conducted by the City will also serve as a verifiable return-to-duty test under such circumstances. If proof is unavailable regarding former evaluation by an SAP, the City's EAP Coordinator will evaluate the applicant in this capacity.

Criminal Conviction Records

State criminal conviction records will be checked on applicants who have resided within the State of Georgia during the past 10 years; nationwide criminal conviction records will be checked on applicants who have resided outside of the State of Georgia within the past 10 years or within the state of residence on applicants who have resided outside of the State of Georgia within the past 10 years.

A. General Applicants

Past convictions will be considered if they are substantially related to circumstances of the particular position. When considering the application for a particular position from an individual with a criminal record, and in making the decision to appoint such individual, the Human Resources Director in coordination with the Appointing Authority will consider the following:

- The kind of position for which the individual has applied.
- The circumstances surrounding the conviction.
- Whether such an appointment could be detrimental to the public's interest and welfare.
- Whether the criminal record of the individual, because of public criticism, would make it difficult for the person to effectively perform the job.

- Whether the individual may be employed in a position that offers inducement to repeat previous offenses.
- Whether information about the offense was provided in full in a timely and truthful manner by the applicant.
- The absence or presence of rehabilitation or efforts toward rehabilitation.
- The pattern or lack of pattern of offenses.

All circumstances surrounding a pending case will be considered before making a final hiring decision.

Applicants will be disqualified based on:

- Untruthfulness or the omission of information throughout the application process
- Anything other than an Honorable Discharge from Armed Forces
- Membership or association with any hate or terrorist group
- Unsatisfactory work history within the past three (3) years
- Unsatisfactory information derived from extensive background investigation
- Possession or sale of a controlled substance
- Marijuana use within the past two (2) years
- Use of a controlled substance to include marijuana; however, any use of a controlled substance, including marijuana, which is deemed to be experimental will be reviewed on a case by case basis

Credit Records

Credit background will be checked on all applicants (internal and external) applying for positions with cash handling responsibilities, cash posting responsibilities, supervision over cash operations or fiduciary functions. The credit check process as defined below is in compliance with the Fair Credit Reporting Act (FCRA).

1. The tentative selection authorized the City to check their credit report when they completed the “Authorization to Release Information” form as part of their application.
2. The credit record is run through the Consumer Reporting Agency (CRA), by the background screening contractor.
3. The record is reviewed by Human Resources. If no credit problem is indicated, the applicant is cleared. If any of the following are indicated within the past 7 years, the record is reviewed with the appointing authority.
 - Bankruptcy
 - Pattern of late payments (post 30-days)
 - Debt load significantly out-of-line with income

Human Resources and the appointing authority will make a determination of credit clearance based on the totality of the record, the position for which the applicant has applied, and potential City risk exposure.

4. If the decision is to disqualify the applicant due to (in total or in part) the credit report, Human Resources will send the applicant a letter disclosing the decision (FCRA required *Pre-Adverse Action Disclosure*). Applicants will be given five (5) days to advise the City of any corrections requested of the CRA. Applicants will also be allowed to offer the City explanation of extenuating circumstances (e.g., divorce proceedings) impacting their credit history within the five (5) days.

5. If the final decision is to not employ the applicant, and after the final applicant is selected and cleared, the disqualified applicant will be sent a letter disclosing this final decision (FCRA required *Post-Adverse Action Disclosure*) with the name and address of the CRA supplying the information, a statement the CRA did not make the employment decision, and a notice of the applicant's right to dispute the accuracy of the information with the CRA.

Supervised Drug Screen

The following procedures are applicable to tentative selections:

1. All external applicants for employment who have been tentatively selected for a position must submit to a urine drug screen before final selection. All employees promoted, demoted, or transferred to a CDL position from a non-CDL position must submit to a urine drug screen before final selection.
2. A positive drug test invalidates the City's offer to the individual seeking the position.
3. Should the original test result in a positive finding, the same sample may be tested again. If the original and/or second test proves positive, the applicant will not be allowed to participate in the selection process for one year from the date of the drug test.
4. Refusal by an applicant to be tested will result in disqualification from the selection process.
5. If the physician or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will be disqualified from the selection process.

Management of the drug testing, choice of a NIDA (National Institute of Drug Abuse) certified laboratory site and filing of lab reports will be handled by the Human Resources Department.

Employment References

Employment references are obtained and documented on tentative selections for employment by the Human Resources Department and/or the Appointing Authority. A previous employer may be asked about the job functions and tasks performed by the applicant, the quality and quantity of work performed, how job functions were performed, attendance record, and other job-related issues. When considering the application for a particular position from an individual with less than satisfactory work record, and in making the decision to appoint such individual, the Human Resources Director and the Appointing Authority will determine:

- The period of accountability-how recently did the applicant hold the position for which an unfavorable work reference was supplied?

- Frequency within the time period - how often was the same undesirable work behavior exhibited during the time period
- Quantity of offenses - how often was undesirable work behavior in general exhibited during the entire course of the applicant's work history?
- Whether the individual may be employed in a position that offers inducement to repeat previous undesirable work behaviors.
- The circumstances surrounding the demonstration of undesirable work behaviors.
- Whether information about the undesirable work behavior was provided in full in a timely and truthful manner by the applicant.
- Whether the employment reference information can be substantiated and independently verified.

Post-Offer/Pre-Employment Medical Screen

Once a candidate for employment has cleared the background check, Human Resources make a conditional offer of employment and schedule the individual for a post-offer, pre-employment medical screen. For positions requiring a CDL, a DOT medical screen is required if the candidate's CDL was issued more than three (3) years prior to selection. After the selection has cleared the pre-employment medical screen, Human Resources notify the appointing authority, which makes a final offer of employment to the individual.

Records

Pre-employment background information on applicants **hired** by the City of Savannah is maintained in the employee's official personnel file in a secured location in the Human Resources Department (excluding medical/drug screen information). After termination, these files are retained for seven (7) years in the Human Resources Department and/or the records retention area maintained by the Research Library.

Pre-employment background information on applicants **not hired** by the City of Savannah is retained in the applicants' files in the Human Resources Department and/or the records retention area maintained by the Research Library for two (2) years.

Medical and drug screen information obtained on an employee during the application process is maintained separate from the employee's personnel file in accordance with the Americans with Disabilities Act (ADA). These records are maintained in a secured location in the Human Resources Department for five (5) years after termination.