



**MULTI-FUNCTION COPIER EQUIPMENT  
EVENT NO. 5399**

**SECTION II  
SCOPE OF WORK**

**2.0 Broad Description of Project**

The purpose of this event is to receive proposals from qualified contractors to provide digital multi-function copier/scanner/printer devices (MFD), black and white and color, for use by various departments throughout the City. Electronic submissions will not be accepted for this proposal.

**2.1 General Information**

The City is currently under contract for the cost per copy rental of 183 digital MFDs, with approximately 90% of this equipment networked with the City's data network and used as printer/scanners on the City's computer network. MFDs are installed in various City departments and locations. Monthly usage volumes for the black and white machines range from less than 100 copies to more than 70,000 copies per month. Total black and white copies/prints average 7,296,480 annually, 608,040 monthly. Monthly usage volumes for the color machines range from less than 1,000 copies/prints to more than 9,500. Total annual color copies/prints average 136,356 monthly and 1,636,272 annually.

A listing of the existing inventory of MFDs and local printers that are managed under the current contract is provided in Attachment 1. Please use this listing as a guideline for determining replacement devices. It is the intent that the selected vendor will conduct a field inventory of all existing devices and review current usage volumes to develop a replacement list for all devices with the most appropriate current model device. City staff will review and confirm the replacement list prior to equipment installation in the field. All delivery and installation of new equipment must be in coordination with the removal of existing equipment.

Proposers should submit a response to this RFP based on the cost per copy format with the resulting contract requiring the contractor to provide and install all MFDs, meeting the model requirements, volume levels, speed, and features as specified for each location; provide all consumables (excluding paper) and maintain all MFDs under the contract award.

While it is the desire of the City to award this contract to a single vendor, the City reserves the right to award multiple contracts if it is in the best interest of the City to do so.

**2.2 Pricing**

Proposers should submit pricing based on a cost per copy solution with a firm, fixed price for the term of the contract. The City strongly desires a single cost per copy for all

equipment, but proposers may also submit an alternate proposal with costs based upon volume levels of equipment or monthly minimum charges.

All costs for equipment shall include inside delivery to the equipment's intended location, set-up and training, and any associated transportation costs to the specified City of Savannah locations.

Most, but not all, departments are on the City's network. The proposer shall include additional cost per copy prices, if any, for non-connected devices.

## 2.3 General Conditions

All equipment furnished under this proposal shall be new and un-refurbished in the first four (4) years of this agreement. During year five (5), if renewed, the City may accept refurbished equipment for additional MFDs if approved by the City contract administrator.

Any machines placed into service after the initial installations will have the same rental period as the original contract.

This bid indicates the estimated total quantity of MFDs to be placed upon commencement of the contract. Additional MFDs may be added at the same cost per copy price awarded from this proposal. The City reserves the right to upgrade, downgrade, relocate, or eliminate any machine at no additional charge and at any time during the contract if the needs of the using department change.

The City's Purchasing Department will generate all requests for MFDs.

Most City sites already have a MFD in use and do not require modification or preparation. Any proposed modification must conform to OSHA requirements, City code, and require prior City approval.

The successful proposer will be expected to meet quarterly with City staff and shall report to the City average usage and call response time, and ongoing issues that have arisen for a given quarter.

## 2.4 Service

Whether repair or replacement is made necessary through normal wear or non-malicious use, damage costs shall include all costs for repair, maintenance, parts, and labor.

### 2.4.1 Response Time

Response time to service requests shall not exceed four (4) working hours. Failure to respond to requests for service shall be cause for the City to terminate this agreement. If repairs have not be made within two (2) working days or within 16 hours of the City's request for service, a machine of similar make and model is to be provided until the machine has been repaired and returned.

#### 2.4.2 Service Requirements

The contractor will issue credit for all copies produced by the contractor's service technician and for unusable copies caused by contractor's supplies and equipment.

All equipment shall have a label affixed prominently to the machine showing contact phone number for service and supplies.

#### 2.4.3 Technician Certification

Proposer shall provide documentation of training and certification of all service technicians and shall specify whether all are factory-trained. Proposer shall indicate if specific technicians will be dedicated to the City's account. Proposer shall provide the number of units assigned to each technician and if technicians are specialists in particular models or cover specific territories.

#### 2.4.4 Service Guarantee

Proposer shall describe available uptime guarantees or solutions for equipment with excessive service calls and downtime. Proposer shall describe proposed punitive actions imposed if the four (4) hour response time to service calls or uptime guarantee is not satisfied. At a minimum, the proposer must agree to replace equipment if there are more than five (5) service calls during any 60 day period.

The City reserves the right to request equipment replacement if monthly volumes are exceeded on a consistent basis for a period of six (6) months or more at any time during the life of the contract. Replacement equipment shall be at the next volume level category and installed at no additional cost to the City.

### 2.5 Supplies

All supplies shall be furnished by the successful proposer with the exception of paper. The cost for supplies must be included in the rate submitted as the cost per copy. Proposals shall include a fixed cost for staples to be firm during the life of the agreement.

### 2.6 Training

The successful proposal shall provide all training required for the operation of any equipment supplied as part of this contract at no additional expense.

Each equipment location shall have a manual providing detailed instruction on the machines' operation with procedures for clearing jams, loading toner, etc. readily available on or near the machine.

### 2.7 Special Conditions

Average monthly volumes for each MFD location are included in Attachment 1. These averages are not guaranteed to remain at the current levels and are only provided to

proposers to use to estimate contract volume.

## 2.8 Reports/Consolidated Invoice

The successful proposer shall provide a master activity consolidated invoice report of the past month's activity and include year-to-date summaries. The report shall be provided on a monthly basis to the contract administrator.

This master report shall include all sites' activities by access code, department account, machine identification number, model number, beginning and ending meters, total copy volume, cost per copy, and total monthly cost per machine. The total copy volume multiplied by the cost per copy should produce the total monthly cost per machine.

This report should be sorted by department and provide a subtotal for each department.

The successful proposer shall also provide documentation detailing per department consumable costs on shared MFDs. There are many locations that have different business units printing to a shared MFD. To account for each department's cost of consumables, a code is entered into each print job to account for a business unit's daily print count. The City will require that the successful proposer be able to distribute costs to different business units based on their MFD use.

Any service calls during the month shall also be summarized within the monthly report. A total monthly cost of all machines shall be included. This report/invoice shall be submitted electronically.

## 2.9 Meter Reporting

The successful proposer shall provide a description of available methods of reporting on usage of proposed equipment. This could include automatic reading of equipment usage via internet connection by the provider or fax/email submission as well.

## 2.10 Equipment Specifications

Specifications listed within each machine category are the minimum acceptable requirements and shall be included in the cost per copy price. Optional equipment listed shall be priced on a cost per copy basis. Proposers must submit models for each category listed below, detailing the ability of that model to meet or exceed the specification. Equipment currently installed and its monthly copy volumes are included in Attachment 1. Suggested copy band placements are also included and are there for pricing purposes only. This list may be modified prior to installation of equipment. Proposers are not to assume that the list of equipment is the final list. The City reserves the right to determine the placement of equipment within a volume band. The City reserves the right to add or delete devices from the contract as well as request higher or lower capacity devices other than what is recommended.

Equipment Specifications - All Machines

All equipment provided must meet the following specifications:

- A. Multi-function digital technology (copier/scanner/printer w/fax optional)
- B. Scan to a non-proprietary format. Prefer pdf, tif and jpeg formats
- C. User-friendly keyboard and the ability to clear minor paper jams by the user.
- D. Minimum memory 64 MB for Black & White, 128 MB for color
- E. Dual/Triple paper drawers depending on volume band
- F. Plain Paper in weights from 16 to 60 lbs., transparency and label stock
- G. Duplex
- H. Default to duplex
- I. Finisher/Sorter with stapling (All but Band A)
- J. Access codes, secure printing
- K. Paper sizes: 5-1/2" x 8-1/2" to 11" x 17" (11" x 14" on A2 only)
- L. Reduction and enlargement function, manual and automatic
- M. Automatic document feeder
- N. Console or desktop model with cabinet
- O. Operate on standard 110/115 voltage with no dedicated lines (20 amp acceptable)
- P. Network Connectivity (included deduct for no connectivity)
- Q. Fax capability (Optional)
- R. Expandable Memory

<u>Band</u>	<u>Type</u>	<u>Volume</u>	<u>Equipment Specification</u>
A 1	25 PPM Volume:	4,000 - 10,000 copies per month; 25 PPM, dual paper source, 250 sheets min. drawer capacity per cassette, duplex printing, 11" x 17" max. paper, 250 GB HDD, color scanning, no stapling	
A 2	42 PPM Volume:	3,000 - 10,000 copies per month, 42 PPM, 500 sheets min. capacity, duplex printing, 8.5" x 14" max. paper size, single pass document feeder, 320 GB HDD, color scanning, no stapling	
B	25 PPM Volume:	4,000 - 15,000 copies per month, 25 PPM, dual paper source, 550 sheets min. drawer capacity, duplex printing, 11" x 17" max. paper, 320 GB HDD, color scanning, stapling optional, hole punch optional	
C	35 PPM Volume:	7,000 - 30,000 copies per month, 35 PPM, triple paper source, 3100 sheets min. capacity, large capacity paper drawer, duplex printing, 320 GB HDD, color scanning, stapling, hole punch optional	
D	60 PPM Volume:	20,000 - 50,000 copies per month, 60 PPM, triple paper source, 3100 sheets min. capacity, large capacity paper, drawer, single pass	

document feeder, duplex printing, 320 GB HDD, stapling, hole punch optional

- |     |                |   |
|-----|----------------|---|
| E 1 | 31 PPM Color:  | 2,000 - 5,000 copies per month, 31 PPM, dual paper source, 750 sheets min. capacity, single pass document feeder, duplex printing, 320 GB HDD, 8.5" x 14" max. paper size                                     |
| E 2 | 20 PPM Color:  | 3,000 - 10,000 copies per month, 20 PPM, triple paper source, 1200 sheet min. capacity, 250 GB HDD, duplex printing, 11" x 17" max. paper, postscript emulation, stapling optional, hole punch optional       |
| F   | 45 PPM Color : | 10,000 - 50,000 copies per month, 45 PPM, triple paper source, 3100 sheet min. capacity, large capacity paper drawer, single pass document feeder, duplex printing, 320 GB HDD, stapling, hole punch optional |
| G   | 60 PPM Color:  | 15,000 - 50,000 copies per month, 60 PPM, triple paper source, 3100 sheet min. capacity, single pass document feeder, large capacity paper drawer, duplex printing, 320 GB HDD, stapling, hole punch optional |
| H 1 | Printer:       | Black & White, 8.5" x 14" max. paper, duplexing   |
| H 2 | Printer:       | Black & White, 11" x 17" max. paper, duplex printing  |
| I 1 | Color Printer: | Color: Color, 8.5" x 14" max. paper, duplex printing  |
| I 2 | Color Printer: | Color, 11" x 17" max. paper, duplex printing  |

## 2.11 Output Management

In addition to the physical equipment specifications described in Section 2.10, proposers shall describe the functionality of the proposed solution to provide the following features.

### 2.11.1 Mobile Printing

Describe the capability to print to a networked MFD from mobile devices. Detail what additional equipment, configuration, or administration would be needed to provide this feature. Indicate the additional costs associated with providing mobile printing.

### 2.11.2 Follow-Me Printing

Describe the capability to provide follow-me printing that utilizes a central print queue to store jobs that can then be retrieved from any networked MFD device. Detail what additional equipment, configuration, or administration would be needed

to provide this feature. Indicate the additional costs associated with providing follow-me printing.

### 2.11.3 Secure Printing

Due to the confidential nature of the printed subject matter of City users, the City requires the ability for delayed printing or locked printing based on a user's passcode. For example, a user inputs a passcode on a print job, goes to the interface on the MFD, finds their job, inputs the code, and the job prints. The successful proposer must have a process similar to this and provide a detailed explanation of the proposer's process.

### 2.11.4 Energy Efficiency and Sustainability

Describe how proposed equipment and solutions will result in energy efficiency and promote best practices to minimize consumption of consumables and paper waste.

## 2.12 Network Connectivity

The City desires to connect the majority of its MFD equipment to its network to function as a copier/scanner/printer machines in locations where multiple pieces of equipment are not efficient for operation. Connection to the City network requires the proposed solution to support DHCP. Proposers shall describe the connectivity requirements of the proposed equipment including the print controllers, network protocol/s, and software.

2.12.1 Departments connect to the City's Computer Network with PCs typically running Intel Core 2 Duo or better with Windows 7 or Windows 10 (32 bit or 64 bit). All network connections are 100 Megabit or faster.

The City still uses AIX version 4.3.3. Currently, AIX network printers use TCPIP and print configurations on the AIX machine. These configurations are independent of any Windows Network print configurations.

Through these configurations on the AIX machine, the City has the flexibility of setting up multiple configurations for different printing requirements, i.e., landscape, compressed, legal, etc. The City also has the flexibility to override these settings on a per job basis.

The successful proposer must supply appropriate driver(s) for printing from the AIX server as well as a list of hardware (MAC) addresses of all networked equipment. The successful proposer must be prepared to work with City IT staff on each networked installation to ensure that all services are installed and function properly.

2.12.2 The successful proposer must provide City IT staff with print drivers and any special installation instructions for all devices. Proposers shall provide both 32 and 64 bit drivers to be installed on a Windows 2008 print server.

2.12.3 If there is local storage present on MFDs, the successful proposer must present

documentation that drives are erased, wiped, or disposed of accordingly when a device is replaced or is at end of life. There has been evidence nationally of confiscated data on local storage of retired MFDs and the City requires compliance in regards to secure disposal of any intellectual property located on any storage device of a MFD.

#### 2.13 Basis of Award

Each proposal will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications and experience, including support capabilities *(20 points)*
- b) Technical capabilities *(20 points)*
- c) Fees *(30 points)*
- d) References *(15 points)*
- e) MWBE participation goals *(10 points)*
- f) Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation *(5 points)*

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations and/or interviews.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

#### 2.14 References

Proposers should submit a minimum of three (3) references of companies currently doing business with the proposers' company, and giving a contact person, phone number, email address, and length of relationship. These references should be of similar size and nature with the City's operations.

#### 2.15 City Facilities Visits

Proposers may also need to visit City facilities to gain a thorough understanding of current operations. The City assumes that proposers have taken into consideration all site conditions in the preparation and submission of their proposal. There will be no guided tour of City facilities provided.

#### 2.16 Proposal Format

Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of technical capabilities as requested
- b) Fee Proposals per instructions in Section III signed by responsible party



- c) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.

## 2.17 Copies

One (1) unbound, printed and signed original, six (6) identical, printed copies, and one (1) electronic copy on a flash drive of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

## 2.18 Contacts

Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

## 2.19 Minority/Woman Business Enterprise Goals

The City of Savannah desires that this project have the strongest possible participation of minority and women-owned business enterprises (MWBEs), which employ local residents and otherwise support the local economy. M/WBE firms must have a current certification as such by the City of Savannah or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful local M/WBE participation in the project as follows:

- A. Prime Contractor Level M/WBE Participation – Meaningful MWBE participation may take the form of a teaming agreement, partnership, mentor-protégé relationship, joint venture, or similar relationship wherein the M/WBE partner shares in a significant portion of management responsibility and profit-making potential. The proposer shall:
  - a. Provide names of M/WBE firms that are part of prime contractor bid team.
  - b. Provide a copy of teaming, joint venture or other equivalent agreement(s) between parties on prime contractor bid team setting forth roles and responsibilities and profit-sharing arrangements.
  - c. Describe roles and responsibilities of each company and its employees.
  - d. Provide anticipated percentage of M/WBE/participation for each participant on the team.
  - e. Provide letter of commitment from lead firm, addressed to the City of Savannah, regarding association with each participant on the prime contractor level team.
  - f. Provide letters of commitment from each local M/WBE firm, addressed to the City of Savannah regarding association with lead firm.

- B. Sub-Contractor Level M/WBE Participation – The proposer shall provide a written plan for how it will ensure that M/WBE firms have the maximum possible opportunity to participate in prime and second tier sub-contracts that will be available in the completion of this project.
- a. The plan should include the proposer’s best estimate of the percentage of M/WBE participation (based on subcontract values) it expects to be able to achieve in this project from subcontractors.
  - b. The plan shall include estimated dollar amounts of subcontract values that are used to estimate an overall proposal from the proposer.

Points will be allocated based on each respondent’s proposed M/WBE goal, with the maximum points of four (4) being awarded to the respondent who submits the highest proposed M/WBE goal at the prime contractor level, and six (6) being awarded to the respondent who submits the highest proposed M/WBE goal at the sub-contractor level. Points will be allocated to each respondent by using the following mathematical calculation:

- i. In the case of the award based on the prime contractor level:

$$\frac{\text{Respondent's Proposed M/WBE Goal}}{\text{Highest Proposed M/WBE Goal}} \times 4 = \text{Weighted Score}$$

- ii. In the case of the award based on the sub-contractor level:

$$\frac{\text{Respondent's Proposed M/WBE Goal}}{\text{Highest Proposed M/WBE Goal}} \times 6 = \text{Weighted Score}$$

No proposals will be deemed non-responsive due to this factor.

2.20 Fees

Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.

2.21 Acknowledgement of Addenda

Proposer is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

2.22 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, 2018. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

**SECTION III**

**FEE PROPOSAL**

**ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.**

**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.**

I have read and understand the requirements of this request for proposal RFP Event #5399 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

- |            |  |                    |                          |
|------------|--|--------------------|--------------------------|
| <b>A 1</b> | <b>LOW: 25 PPM (10,000/month)</b>      | <b>32 Machines</b> | <b>\$ _____ PER COPY</b> |
|            |  | <b>Fax</b>         | <b>\$ _____ PER COPY</b> |
|            | <b>MODEL PROPOSED: _____</b>           |                    |                          |
| <b>A 2</b> | <b>LOW: 42 PPM (10,000/month)</b>      | <b>15 Machines</b> | <b>\$ _____ PER COPY</b> |
|            |  | <b>Fax</b>         | <b>\$ _____ PER COPY</b> |
|            | <b>MODEL PROPOSED: _____</b>           |                    |                          |
| <b>B</b>   | <b>LOW-MID: 25 PPM (25,000/month)</b>  | <b>23 Machines</b> | <b>\$ _____ PER COPY</b> |
|            |  | <b>Fax</b>         | <b>\$ _____ PER COPY</b> |
|            | <b>MODEL PROPOSED: _____</b>           |                    |                          |
| <b>C</b>   | <b>LOW-MID: 35 PPM (30,000/month)</b>  | <b>16 Machines</b> | <b>\$ _____ PER COPY</b> |
|            |  | <b>Fax</b>         | <b>\$ _____ PER COPY</b> |
|            | <b>MODEL PROPOSED: _____</b>           |                    |                          |
| <b>D</b>   | <b>MID-LOW: 60 PPM (50,000/month)</b>  | <b>6 Machines</b>  | <b>\$ _____ PER COPY</b> |
|            |  | <b>Fax</b>         | <b>\$ _____ PER COPY</b> |
|            | <b>MODEL PROPOSED: _____</b>           |                    |                          |
| <b>E 1</b> | <b>MID-HIGH: 31 PPM (5,000/month)</b>  | <b>5 Machines</b>  | <b>\$ _____ PER COPY</b> |
|            |  | <b>Fax</b>         | <b>\$ _____ PER COPY</b> |
|            | <b>MODEL PROPOSED: _____</b>           |                    |                          |
| <b>E 2</b> | <b>HIGH-LOW: 20 PPM (10,000/month)</b> | <b>23 Machines</b> | <b>\$ _____ PER COPY</b> |

		Fax	\$ _____	PER COPY
	MODEL PROPOSED: _____			
F	HIGH-HIGH: 45 PPM (50,000/month)	20 Machine	\$ _____	PER COPY
		Fax	\$ _____	PER COPY
	MODEL PROPOSED: _____			
G	LOW: 60 PPM COLOR (50,000/month)	26 Machine	\$ _____	PER COPY/COLOR
			\$ _____	PER COPY /B&W
		Fax	\$ _____	PER COPY
	MODEL PROPOSED: _____			
H 1	PRINTER	4 Machine	\$ _____	PER COPY/COLOR
			\$ _____	PER/B&W
		Fax	\$ _____	PER COPY
	MODEL PROPOSED: _____			
H 2	PRINTER	4 Machine	\$ _____	PER COPY
			\$ _____	PER/B&W
		Fax	\$ _____	PER COPY
	MODEL PROPOSED: _____			
I 1	COLOR PRINTER:	7 Machine	\$ _____	PER COPY
			\$ _____	PER/B&W
		Fax	\$ _____	PER COPY
I 2	COLOR PRINTER:	2 Machine	\$ _____	PER COPY
			\$ _____	PER/B&W
		Fax	\$ _____	PER COPY
<b>OPTIONAL:</b>				
	ADDITIONAL MEMORY		\$ _____	PER 64 MB
	DEDUCT FOR NO NETWORK CONNECTIVITY		-\$ _____	PER COPY
	COST FOR MOBILE PRINTING		\$ _____	PER DEVICE
	COST FOR FOLLOW-ME PRINTING		\$ _____	PER DEVICE
		<b>Total</b>	\$ _____	

SUBMITTED BY: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

**Area Code**

**FAX:** ( \_\_\_\_\_ ) \_\_\_\_\_  
**Area Code**

I certify this proposal 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

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):**

**CHECK ONE:**

- \_\_\_\_\_ **NON-MINORITY OWNED**
- \_\_\_\_\_ **AFRICAN AMERICAN**
- \_\_\_\_\_ **HISPANIC**
- \_\_\_\_\_ **WOMAN (non-minority)**

- \_\_\_\_\_ **ASIAN AMERICAN**
- \_\_\_\_\_ **AMERICAN INDIAN**
- \_\_\_\_\_ **OTHER MINORITY Describe** \_\_\_\_\_

**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](http://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.



## ATTACHMENT 1

<b>City of Savannah Twelve Month Averages Black &amp; White</b>						
<b>Fund</b>	<b>Dept</b>	<b>LOC #</b>	<b>Model #</b>	<b>Location</b>	<b>Ave Monthly Volume</b>	<b>Current Band</b>
101	0110	A7544	9228SP	ADMINISTRATIVE SERVICE DIVISION	1945	C
101	125	A7551	9228SP	IT/AUDITING	2622	B2
101	1103	A7590	9060SP	HR/KITCHEN 5TH FL	16000	E
101	1105	A7602	9240SP	FINANCE	3877	D
101	1106	A7517	4002SP	PURCHASING	8151	D
101	1111	A7576	9228SP	TREASURY	9691	C
101	1111	A7540	9228SP	REVENUE	5697	B2
101	1111	A7618	9228SP	REVENUE	9164	B2
521	1112	A7506	9021DSPF	UTILITY SERVICES/BASEMENT BMB	7661	A2
521	1112	A7519	920SPF	CCC	237	A1
561	1113	A7521	9016	PARKING ENFORCEMENT	1562	A2
561	1113	A5023	MP301SPF	PARKING	3133	A1
561	1113	A7559	9228SP	PARKING -MAIN	10189	B2
101	1120	A7511	9016	RECORDERS COURT	1458	A2
101	1120	A7560	9060SP	RECORDERS COURT	7002	E
101	1120	A7571	9228SP	RECORDERS COURT	2804	C
101	1120	A7596	9016	RECORDERS COURT	4679	A2
101	1120	A3650	MP301SPF	RECORDERS COURT	193	A1
101	1120	A7546	920SPF	RECORDERS COURT	578	A1
101	1121	A7549	9228SP	RESEARCH LIBRARY	4545	B2
611	1130	A7507	920SPF	VEHICLE MAINTENANCE	1285	A1
611	1140	A7555	9228SP	IT DEPT	1907	C
101	1152	A7515	9016	CENTRAL WAREHOUSE	1326	A2
101	2131	A7572	9228SP	PLANNING	2214	C
101	2131	A7547	9228SP	PLANNING/ZONING	6390	C
101	2131	A7627	920SPF	DEVELOPMENT SERVICES	883	A1
521	2502	A4658	9025B	WATER SUPPLY & TREATMENT	2918	A2
521	2502	A3173	SP5210SR	CRITICAL WORKFORCE SHELTER	411	C
521	2503	A7608	9021DSPF	WATER DISTRIBUTION	3326	A2
521	2503	A7619	9228SP	WATER OPERATIONS	3591	C
521	2503	A3495	2352SP	CITY LOT	4006	B2
521	2504	A7510	9228SP	ENVIRONMENT AFFAIRS/WATER & SEWAGE	2389	B2
521	2551	A7580	9228SP	CONVEYANCE	6557	C
521	2553	A2566	9025SP	WATER RECLAMATION LAB	2081	B2
531	2581	A7534	9228SP	I & D WATER	3442	B2

**City of Savannah Twelve Month Averages  
Black & White**

101	3104	<b>A7622</b>	920SPF	COMMUNITY SERVICES	689	<b>A1</b>
101	3119	<b>A7614</b>	9228SP	CITIZENS OFFICE 311	968	<b>C</b>
221	3203	<b>A7582</b>	9228SP	HOUSING	8775	<b>C</b>
101	3205	<b>A7609</b>	7025	ENTREPRENEUR CENTER/ECONOMIC DEV.	769	<b>B1</b>
211	3309	<b>A7610</b>	9228SP	YOUTH BUILD	3084	<b>B2</b>
101	4240	<b>A7518</b>	920SPF	CRIME STOPPERS	231	<b>A1</b>
101	4240	<b>A7528</b>	90SPF	SUPPORT SERVICES	467	<b>A1</b>
101	4240	<b>A7539</b>	9228SP	SPD QUARTERMASTER	2929	<b>B2</b>
101	4240	<b>A3011</b>	MP5002SP	SPD- TELETYPE	26457	<b>D</b>
101	4240	<b>A7552</b>	9240SP	SPD CRIMINAL HISTORY	11453	<b>D</b>
101	4240	<b>A7553</b>	9228SP	SPD RECRUITING	9089	<b>B2</b>
101	4240	<b>A7564</b>	9228SP	DISPATCHING	8405	<b>B2</b>
101	4240	<b>A7573</b>	9228SP	SPD CHIEF OF POLICE	2641	<b>C</b>
101	4240	<b>A7586</b>	9060SP	SPD MICROFILM	14406	<b>D</b>
101	4240	<b>A7587</b>	9060SP	PAWN UNIT	8121	<b>E</b>
101	4240	<b>A4756</b>	MP3554SP	SPD INFO DESK	7352	<b>D</b>
101	4240	<b>A7589</b>	9060SP	PERSONNEL	7510	<b>E</b>
101	4240	<b>A7613</b>	920SPF	MAJ TOLBERT'S OFC PATROL DIV	295	<b>A1</b>
101	4240	<b>A7514</b>	9228SP	SPD BUDGET	2329	<b>B2</b>
101	4240	<b>A7595</b>	9228SP	SPECIAL OPERATIONS	4830	<b>C</b>
101	4240	<b>A7524</b>	9060P	MAIL ROOM	15218	<b>E</b>
101	4240	<b>A7629</b>	920SPF	CRIMINAL INVESTIGATION	392	<b>A1</b>
101	4240	<b>A3246</b>	SP5210SF	SPD	5192	<b>C</b>
101	4240	<b>A3907</b>	MP301SPF	SCMPD FLEET MANAGEMENT	983	<b>A1</b>
101	5101	<b>A7529</b>	9228SP	FIRE STATION #9	3982	<b>B2</b>
101	5101	<b>A7541</b>	9021DSPF	FIRE TRAINING	8116	<b>B1</b>
101	5101	<b>A7616</b>	9228SP	FIRE PREVENTION	4340	<b>B2</b>
101	5155	<b>A7536</b>	920SPF	FIRE STATION #6	623	<b>A1</b>
101	6115	<b>A7516</b>	9016	DAFFIN PARK POOL	1623	<b>A2</b>
101	6115	<b>A1683</b>	920SPF	ADULT DAYCARE	1157	<b>A1</b>
101	6115	<b>A7611</b>	920SPF	VERANDA GOLDEN AGE	332	<b>A1</b>
101	6115	<b>A7508</b>	9016	RECREATION CENTER	2475	<b>A2</b>
101	6115	<b>A7525</b>	920SPF	FLOYNEROY CENTER	1007	<b>A1</b>
101	6115	<b>A7535</b>	920SPF	COMMUNITY CTR-HUDSON HILLS	232	<b>A1</b>
101	6115	<b>A7566</b>	920SPF	COMMUNITY CENTER-TATUMVILLE	504	<b>A1</b>
101	6115	<b>A3648</b>	MP301SPF	EASTSIDE COMMUNITY CENTER	1823	<b>A1</b>
101	6116	<b>A7509</b>	920SPF	BACON PARK TENNIS	937	<b>A1</b>
101	6117	<b>A7513</b>	920SPF	WINDSOR FOREST-BRIARCLIFF	1341	<b>A1</b>
101	6117	<b>A7556</b>	920SPF	LIBERTY CITY	1603	<b>A1</b>

**City of Savannah Twelve Month Averages  
Black & White**

101	6117	<b>A7612</b>	920SPF	STUBBS GOLDEN AGE	501	<b>A1</b>
101	6117	<b>A7699</b>	920SPF	MOSES JACKSON	930	<b>A1</b>
101	6117	<b>A7625</b>	920SPF	MOSES JACKSON	2825	<b>A1</b>
101	6119	<b>A7562</b>	9228SP	FILM & TOURISM SERVICE	1234	<b>B2</b>
101	6120	<b>A7607</b>	9016	BUILDINGS & GROUNDS - DIRECTOR'S OFFICE	1305	<b>A2</b>
101	6121	<b>A7526</b>	9228SP	BUILD & ELECTRICAL MAINT	1397	<b>B2</b>
101	6124	<b>A7504</b>	9228SP	BONAVENTURE CEMETARY	5206	<b>B2</b>
101	6124	<b>A7626</b>	920SPF	LAUREL GROVE	0	<b>A1</b>
551	6140	<b>A7577</b>	9016	CIVIC CENTER BOX OFFICE	1379	<b>A2</b>
511	7102	<b>A7501</b>	9016	RESIDENTIAL REFUSE	1290	<b>A2</b>
511	7102	<b>A1895</b>	920SPF	SERVICE DESK	4172	<b>A1</b>
511	7103	<b>A7523</b>	9016	REFUSE DISPOSAL	4842	<b>A2</b>
911	9101	<b>A7583</b>	9021SPF	YOUTH FUTURES	822	<b>A2</b>
561	1116	<b>A3933</b>	2852SP	TOURISM MANAGEMENT	4521	<b>B2</b>
561	1116	<b>A7563</b>	9228SP	TOURISM MANAGEMENT	1233	<b>B2</b>
521	2502	<b>A1112</b>	9025SP	CRITICAL WORKFORCE SHELTER	0	<b>A2</b>
561	1113	<b>A1514</b>	9233SP	PARKING	1659	<b>C</b>
511	7102	<b>A1943</b>	920SPF	SANITATION CITYLOT	1083	<b>A1</b>
101	1152	<b>A4291</b>	MP301SPF	SURPLUS INVENTORY CONTROL	366	<b>A1</b>
101	1140	<b>A4311</b>	MP301SPF	IT DEPARTMENT	795	<b>A1</b>
521	2503	<b>A4380</b>	MP301SPF	CITY LOT	1081	<b>A1</b>
101	6120	<b>A4429</b>	MP301SPF	BUILDINGS & GROUNDS	640	<b>A1</b>
101	0120	<b>A4163</b>	SP5210SF	ASSISTANT CITY MANAGER (SUMMER 500)		<b>C</b>

**City of Savannah Twelve Month Averages  
Color**

<b>Fund</b>	<b>Dept</b>	<b>LOC #</b>	<b>Model #</b>	<b>Location</b>	<b>Ave Monthly Volume</b>	<b>Current Band</b>
101	0110	A3461	C9120	MAYORS OFFICE Black & White	1464	G
				Color	511	
101	0120	A7585	C9065	CITY MANAGER Black & White	9927	J
				Color	7357	
101	123	A1705	C9135	PUBLIC INFORMATION OFFICE Black & White	330	I
				Color	1125	
101	0130	A3257	C3002	CITY ATTORNEYS OFFICE Black & White	3518	I
				Color	2164	
101	1101	A7617	C9130	CITY MANAGERS OFFICE Black & White	1713	I
				Color	1181	
101	1101	A1863	C240SR	MANAGEMENT SERVICES Black & White	1	G
				Color	1	
101	1102	A7698	C230SR	SPD PRECINCT #1 Black & White	790	G
				Color	633	
101	1102	A7697	MPC4502	RESEARCH & BUDGET Black & White	5626	I
				Color	3875	
101	1103	A7578	C9135	HR Black & White	7133	I
				Color	7152	
101	1111	A3546	C240SR	TREASURY Black & White	6687	G
				Color	856	
611	1131	A7599	C9125	VEHICLE MAINTENANCE Black & White	3077	H
				Color	862	
101	2103	A7550	C9130	TRAFFIC ENGINEERING Black & White	4944	H
				Color	2680	
101	2104	A7597	C9130	STORM WATER Black & White	1205	H
				Color	1353	
101	2111	A7594	C9065	SERVICE DESK Black & White	5863	J
				Color	1666	
101	2131	A3290	MPC4502A	DEVELOPMENT SERVICES Black & White	1805	I
				Color	1191	
521	2553	A7579	C9135	WATER RECLAMATION Black & White	2852	I
				Color	1555	
101	3101	A7502	C9135	CITY MANAGERS OFFICE Black & White	2541	I

**City of Savannah Twelve Month Averages  
Color**

				Color	1572	
101	3101	<b>A7600</b>	C9065	PUBLIC DEVELOPMENT Black & White	5421	<b>J</b>
				Color	4387	
101	3101	<b>A1766</b>	C9145	COMMUNITY & ECONOMIC BUREAU CHIEF Black & White	1175	<b>I</b>
				Color	1672	
101	3104	<b>A7593</b>	C9065	COMMUNITY SERVICE Black & White	5218	<b>J</b>
				Color	1091	
221	3131	<b>A3009</b>	C220	MOSES JACKSON COMMUNITY CENTER Black & White	4089	<b>G</b>
				Color	498	
221	3203	<b>A7569</b>	C9125	HOUSING REHAB Black & White	2189	<b>H</b>
				Color	1131	
101	3205	<b>A4646</b>	MPC3002	ECONOMIC DEVELOPMENT Black & White	943	<b>H</b>
				Color	973	
211	3309	<b>A7575</b>	C9135	WORK FORCE Black & White	7523	<b>I</b>
				Color	6064	
221	3701	<b>A7606</b>	C9135	ENTREPRENEURIAL CENTER Black & White	11540	<b>I</b>
				Color	632	
101	4240	<b>A7538</b>	C9125	VIOLENT CRIMES Black & White	1918	<b>H</b>
				Color	2339	
101	4240	<b>A7557</b>	C9125	ROBBERY Black & White	2627	<b>H</b>
				Color	2168	
101	4240	<b>A7558</b>	C9125	DATA ENTRY/COMMUNICATIONS Black & White	2501	<b>H</b>
				Color	517	
101	4240	<b>A7567</b>	C9065SP	OGLETHORPE MALL Black & White	9426	<b>J</b>
				Color	1890	
101	4240	<b>A7574</b>	C9065	ISLANDS PCT Black & White	7292	<b>J</b>
				Color	298	
101	4240	<b>A7604</b>	C9065	PRECINCT 3 Black & White	13574	<b>J</b>
				Color	3167	
101	4240	<b>A7542</b>	C9125	TRAP DEPARTMENT Black & White	1953	<b>H</b>
				Color	1159	
101	4240	<b>A7532</b>	C9125	INTERNAL AFFAIRS Black & White	1170	<b>H</b>
				Color	775	
101	4240	<b>A0389</b>	C4540	SPD PRECINCT #2 Black & White	6529	<b>I</b>
				Color	2167	
101	4240	<b>A7520</b>	C9065	TRAINING UNIT Black & White	8914	<b>J</b>
				Color	6574	

**City of Savannah Twelve Month Averages  
Color**

101	4240	<b>A7615</b>	C9135	SCMPD RECRUITING Black & White	2348	<b>I</b>
				Color	3332	
101	4240	<b>A7630</b>	C9120	PCT 1 Black & White	6594	<b>G</b>
				Color	1395	
101	4240	<b>A7628</b>	C9120	SPD JUV/SEX CRIMES Black & White	7353	<b>G</b>
				Color	3239	
101	4240	<b>A4077</b>	C230SR	SPD Black & White	914	<b>G</b>
				Color	593	
101	4240	<b>A1965</b>	C9135	ISLANDS PRECINCT Black & White	1585	<b>I</b>
				Color	2873	
101	4240	<b>A1977</b>	MPC4502	PRECINCT 6 Black & White	3404	<b>I</b>
				Color	1082	
101	4263	<b>A7601</b>	C9130	SIP Black & White	4035	<b>H</b>
				Color	3386	
101	5101	<b>A7584</b>	C9145	FIRE DEPARTMENT Black & White	4817	<b>I</b>
				Color	1856	
101	5102	<b>A3732</b>	C230	CCC Black & White	2713	<b>G</b>
				Color	507	
101	6101	<b>A7570</b>	C9125	LEISURE SERVICES Black & White	1289	<b>H</b>
				Color	930	
101	6112	<b>A7522</b>	C9135	CULTURAL AFFAIRS Black & White	1551	<b>I</b>
				Color	1901	
101	6115	<b>A7581</b>	C9135	REC SERVICES Black & White	4157	<b>I</b>
				Color	3047	
101	6116	<b>A7530</b>	C9135	ATHLETICS- PAULSEN COMPLEX Black & White	4592	<b>I</b>
				Color	2318	
511	7101	<b>A3126</b>	C9125	Sanitation Administration Black & White	1845	<b>H</b>
				Color	1690	
511	7107	<b>A7623</b>	C9130	SANITATION / RECYCLING Black & White	5385	<b>H</b>
				Color	390	
511	7110	<b>A7505</b>	C9135	PROPERTY MAINTENANCE Black & White	4211	<b>I</b>
				Color	5731	
101	0120/0124	<b>A3268</b>	C240SR	GENERAL ADMIN OFFICE Black & White	727	<b>G</b>
				Color	1610	
521	2553	<b>A3918</b>	C9125	WATER RECLAMATION Black & White	217	<b>H</b>
				Color	91	
101	6120	<b>A3945</b>	C230	BUILDINGS & GROUNDS Black & White	1292	<b>G</b>
				Color	264	

**City of Savannah Twelve Month Averages  
Color**

551	6140	<b>A4069</b>	MPC3003	CIVIC CENTER Black & White	4414	<b>H</b>
				Color	1746	
561	1113	<b>A4275</b>	C9020	PARKING Black & White	2084	<b>G</b>
				Color	2937	
101	4230	<b>A1614</b>	C9025	SARIC Black & White	1469	<b>H</b>
				Color	3814	
101	0115	<b>A3286</b>	C9120	CLERK OF COUNCIL Black & White	661	<b>G</b>
				Color	209	
101	0120	<b>A3266</b>	C9120	CUSTOMER SERVICE Black & White	832	<b>G</b>
				Color	613	
101	6122	<b>A1886</b>	C9125	PARK & TREE Black & White	1324	<b>H</b>
				Color	314	
101	1121	<b>A1600</b>	C9125	WW LAW COLLECTION Black & White	2341	<b>H</b>
				Color	155	
211	3309	<b>A1715</b>	C9120	COASTAL WORKFORCE SERVICES Black & White	585	<b>G</b>
				Color	266	
101	6124	<b>A3667</b>	C9120	BONAVENTURE CEMETERY Black & White	359	<b>G</b>
				Color	259	
101	4240	<b>A1593</b>	C9130	COLD CASE UNIT Black & White	799	<b>H</b>
				Color	550	
213	9203	<b>A3302</b>	C9120	WIOA Black & White	1889	<b>G</b>
				Color	1377	
211	3309	<b>A3957</b>	C9125	COASTAL WORKFORCE HINESVILLE Black & White	4220	<b>H</b>
				Color	4657	
101	5101	<b>A3637</b>	C9125	TRAINING FACILITY Black & White	2107	<b>H</b>
				Color	107	
101	4240	<b>A4042</b>	C9125	FORENSICS UNIT Black & White	1542	<b>H</b>
				Color	131	

**City of Savannah Twelve Month Averages  
Printers**

<b>Fund</b>	<b>Dept</b>	<b>LOC #</b>	<b>Model #</b>	<b>Location</b>	<b>Ave Monthly Volume</b>	<b>Current Band</b>
101	4240	A3406	SP3410N	SPD #2 Detectives	1599	H1
101	4240	A3547	CLP37DN	Chief of Police B&W	654	I1
				Color	2769	
101	2131	A3658	SP3400N	Development Services	638	H1
221	3131	A4041	CLP37DN	Moses Jackson B&W	459	I1
				Color	653	
221	3131	A4040	CLP37DN	Moses Jackson B&W	447	I1
				Color	875	
101	2131	A4072	CLP37DN	Development Services B&W	21	I1
				Color	209	
521	2501	A4259	SPC830DN	Service Desk B&W	617	I2
				Color	1155	
521	2504	A4266	CLP37DN	Water Operations B&W	500	I1
				Color	346	
101	2111	A4553	SP3400N	City Lot	505	H1
101	4230	A4596	SPC830DN	SARIC B&W	719	I2
				Color	1818	
101	1934	B0607	SP3600N	Revenue	1992	H1
101	1934	B0608	SP3600N	Revenue	3590	H1
101	1155	A3491	SPC242SF	Risk Management B&W	48	G
				Color	83	
521	2551	B0612	SP3600N	Conveyance	1187	H1
521	2553	A4026	CLP37DN	Water Operations B&W	848	I1
				Color	895	
521	2551	B0605	CLP42DN	Conveyance B&W	356	I1
				Color	947	
101	6122	B0734	SP3600N	Park and Tree	763	H1
101	1934	B0759	SP3600N	Revenue	3688	H1