

SECTION II

SCOPE OF WORK

OFFICE SUPPLIES EVENT # 3649

- 2.0 Broad Description of Project:** The purpose of the request for proposal (RFP) is to establish an annual contract with a qualified firm to supply and deliver general office supplies to various City departments on an “as needed” basis. The City is seeking to provide staff with quality products in the most timely and cost effective manner possible.

Currently, the City purchases an estimated \$500,000 annually in office supplies, small equipment, copy paper, and related items. The City currently has over 100 on-line users with varying ship-to locations throughout the city. Approximately 90 percent (%) of orders are placed on-line.

- 2.1 Scope of Services:** The supplier shall be required to provide and/or furnish all supplies and services necessary to ensure the availability and next day delivery of office supplies to every requesting City department.

The services required shall include, but are not limited to, the items listed below. The items listed on the fee proposal pages are in no way an exclusive list of all supplies that could be ordered. Quantities are estimates only and are subject to change. At a minimum, each proposer shall fully describe and/or demonstrate their procedures and/or ability to meet the City’s needs in regard to the issues listed. Proposer shall address each line item point by point.

- 2.2 Proposal Format:** Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of supply and distribution capacity requested
- b) Fee proposal as detailed in Section III
- c) Proposed Schedule of Minority and Women-Owned Business Participation and Non-Discrimination Statement.
- d) References with contact information of customers of similar size and scope
- e) Companies website address
- f) Other requested submittals as stated

- 2.3 Basis of Award**

Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer’s qualifications and experience, including distribution, and support capabilities. *(25 points)*

- b) User friendly website for ordering and pricing. *(25 points)*
- c) Discounted pricing to include any large order rebates and or any other incentives *(20points)*
- d) Fees in a separate envelope *(20 points)*
- e) References *(5 points)*
- f) Local vendor participation *(5 points)*

Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposers as it deems necessary. The City reserves the right to shorten the list of proposers selected for interviews or further evaluation.

- 2.4 Ordering:** Proposals should detail the ability to accept orders by phone or fax as well as online. The City requires that a daily limit of \$500 per department be imposed on all orders. Proposers shall outline their procedure/ability to meet this requirement.
- 2.5 Website:** The website must be user-friendly and allow departments to view products and prices as well as place orders. Proposer must provide its website address with any necessary passwords required for access to allow City personnel to evaluate the site. This information should be provided with the proposal.

The proposer's technical staff will be required to work with the City's information technology staff to resolve any technical issues at no additional cost to the City.

The training of City staff on the website use will be required. Both group and individual training sessions will be required. The City currently has over eighty users.

Proposals should address the City's need for multiple levels of authorization for approval of on-line orders above \$500.

- 2.6 Storefront:** Proposals should list location(s) of retail sites available for the purchase of immediate needs. The proposer shall provide details regarding the types of items available at the storefront location and the process for City purchases.

Proposals should outline the process that will ensure that store purchases will be invoiced on summary billing at contract prices as well as accommodate the City's required daily \$500 limit per department.

- 2.7 Sales Representative:** The successful proposer shall make available a local sales representative as account contact to assist departments.
- 2.8 Delivery:** All office supplies provided under this proposal must be delivered free on board (FOB) Savannah, GA, with clear packing lists to specified delivery points. The supplier shall be required to furnish next day/desktop delivery of supplies to the requesting City departments. Any routine order received by the contractor before 4:00 p.m. shall be delivered by the contractor to the requesting department on the next business day between the hours of 8:00 a.m. and 4:00 p.m. Unit prices shall include all delivery and handling charges for inside/desktop delivery of all goods. Proposers shall provide detailed information regarding their ability to meet the desired delivery requirements. A list of departments and delivery addresses will be provided. Reference Appendix A. Departments

will be identified by activity codes. Activity codes and delivery sites may be added or changed from time to time.

- 2.9 Minority/Woman Business Enterprise Goals:** The City of Savannah **has not** established an **M/WBE goal** for this project.
- 2.10 Returns and/or Exchange of Merchandise:** Proposers must indicate its company's return policy and outline procedures for the processing of returns and exchanges. The proposal shall also outline procedure for obtaining accurate, appropriate credits. No restocking fees will be allowed unless items are special orders. If a restocking charge does apply, it shall not exceed 20 percent (%).
- 2.11 Invoicing:** Monthly electronic summary billing shall be provided to the City's Purchasing department for payment processing. Summary billing shall be in Excel format with break down by account/department number and by order. Billing shall include department name, four digit department number, item description, quantity purchased, discounted unit price, extended price, a subtotal for each order, total for each department as well as a grand total. A sample of similar summary billing should be included with the proposal.
- 2.12 Pricing:** The City is seeking a contract with a discounted pricing structure that will ensure the best possible pricing on all office supplies and equipment for both generic and name brands. Proposals should provide detail on the offered pricing structure as well as outline a method by which the City will be able to verify that they are receiving the best possible pricing. Emphasis should be placed on the ease of accessibility and verification by the City. At a minimum discounts shall be offered in the following categories: general office supplies, technology, toner cartridges, and small furniture items.

In order to perform a comparative analysis of the various pricing structures offered, the City has compiled a "Contract Products List" of both generic and name brand items. Quantities listed reflect approximate annual usage. Complete the "Contract Products List" by applying the proposed discount pricing (The stated category discount should be the same as the discounts offered on the contract products list). Vendors should indicate where the published price list may be located which the City may use to verify pre-discount prices. The items listed in the "Sample Products List" will be considered contract items and prices for these items will be held firm for the contract period except as specified below.

The results of this RFP will be an annual contract and pricing must be held firm for the duration of the contract period. Pricing changes will be considered quarterly upon submittal of verifiable justification.

Information on any offered incentives such as large order rebates and signing bonuses should be included.

- 2.13 Reporting:** The vendor will provide periodic reports of expenditures with breakdown by department as well as an annual product usage report. Other reports will be required on a quarterly basis.
- 2.14 Quarterly Reviews:** The successful vendor will be required to provide quarterly reviews for City Purchasing staff in order to provide a snapshot view of contract activity. The reviews

will contain information regarding quarterly expenditures, product usage (percentage of contract versus non-contract items ordered, percentage of retail purchases, returns, quarterly usage versus last quarter, etc.), service levels (percentage of items delivered next day), diversity sales, and recycled product sales.

- 2.15 Catalogs:** In an effort to conserve paper, product catalogs will only need to be provided to requesting departments. The successful proposer shall provide a minimum of one product catalog to each requesting City department and shall replace catalogs as necessary but no more than once a year.
- 2.16 Qualifications:** It is expected at a minimum that the successful proposer:
- Have sufficient financial capacity, working capital, technical, and management resources, to perform the requirements of this contract.
 - Have provided services in Chatham County similar in size and scope to this contract for a minimum of three (3) years.
 - Have a company website that allows departments to view products and prices as well as place orders.
- The proposal shall include a detailed description of its company's ability to meet each requirement listed in this request for proposal. This will include, but not be limited to, size of the company, number of staff, delivery equipment owned and operated, location of stocking warehouse(s) and administrative billing offices.
- 2.17 References:** A minimum of three (3) references with contracts similar in size and scope to this contract shall be included. Each reference should include a contact person, phone number, company name, and address.
- 2.18 Presentations:** Proposers may be requested to offer demonstrations of their websites and/or presentations based on their proposals.
- 2.19 Annual Contract:** This proposal will result in the award of an annual contract. Discounts and prices offered are to be held firm for a period of one (1) year (12 months). This contract may be extended for four (4) additional one (1) year periods at the same terms and conditions upon mutual agreement of the contracting parties.
- 2.20 Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this request for proposal. All issued addenda must be acknowledged in order for proposals to be considered.
- 2.21 Copies:** One (1) unbound, printed, and signed original, and two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.22 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.
- 2.23** The City reserves the right to negotiate with the selected proposer the exact terms and

conditions of the contract. Submission of a proposal, however, constitutes the proposer's waiver of any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the proposer.

SECTION III

FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event # 3649 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:

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV ELECTRONIC SUBMISSIONS WILL NOT BE CONSIDERED.

ITEM NO.	DESCRIPTION (Initial Issue)	ESTIMATED QTY.	MANUF. NAME & MODEL NO.	UNIT PRICE PER SET, PER WEEK	TOTAL UNIT PRICE X QTY.=	TOTAL COST (TOTAL UNIT PRICE X 52 WEEKS=)
1.	Copy Paper 8 1/2" x 11" Acid free, 20lb. Brightness US/Euro 92/104+ 5,000 sheets/Case	3800 CS				
2.	Folders, Colored End-Tab Pressboard, 8 Parts/3-Dividers, Gray/Green, Legal, holds 8 1/2" x 14" 10/Box Smead # 29820	60 BX				
3.	#10 Business Envelopes, Self-Sealing, Left Window, Privacy-Tint, 4 1/8"H X 9 1/2"W, White, 500/BX	200 BX				
4.	Ink Cartridge, Hewlett Packard C2P01FN#140, HP 950XL, Yield Black/951 Cyan/Magenta/Yellow 4-pack	60 EA				
5.	HP LaserJet Pro M201DW Printer Hewlett Packard # CF456A#BGJ	20 EA				
6.	Spiral Memo Book, 3" x 5", Top Wire Spiral, 75 Sheets/Pad, 5 Pads/Pk	700 PK				

7.	2016 At-A-Glance, Monthly Desk Pad Calendar, White, 17" x 22"	200 EA				
8.	Hand Sanitizing Wipes, 6" x 7 1/2", kills 99% of germs, alcohol base, 150/Pk	450PK				
9.	Color Copy Paper, Goldenrod, 8 1/2" x 11", 20lb. 30% Recycled Paper, 500 Sheets/Rm	300 RM				
10.	Heavy Duty View Binder, 2", 3-Ring, White, 500 Sheet Capacity	300 EA				
11.	Bottled Water, .5L 24/CT	200 CT				
12.	White Desk Pad, 50 Sheets/Pad, 22" x 17"	500 EA				
13.	Top-Tab File Folders, 1/3 Cut, Manila, Letter-size, holds 8 1/2" x 11", 100/Bx	300 BX				
14.	Notepad, Perforated, Wide-Ruled, White, 8 1/2" x 11 3/4", 50 Sheets/Pad, 12PK	120 DZ				
15.	Fujifilm FinePix S8600, Digital Camera Bundle,	12 EA				
16.	Expanding File Pockets, End-Tab Tuff Pocket, 5 1/4" Expansion, 10/Box Smead #73790	40 BX				
17.	Multi-purpose Paper, Letter-size, 8 1/2" x 11", Brightness=96/108 US/Euro, 20lb., 5,000 sheets/Ct	50 CT				
18.	HP Officejet Pro 8610 e-All-in-One Printer HP #A7F64A	12 EA				
19.	Bankers Box Storage Box, Reinforced Hand Holes, Self-locking Lift Off Lid, 10" x 12" x 24", 12/PK	36 CT				
20.	HP 304A 3-Pack, Cyan/Magenta/Yellow, Laser Jet Toner Cartridge HP# CF340A	6 PK				

21.	Brother TN420 Toner Cartridge, Black	60 EA				
22.	WD My Passport Ultra 1TB Portable USB 3.0/2.0 External Hard Drive, Black Western Digital # WDBZFP0010BBK	25 EA				
23.	Recycled Top-Tab, Expanding Pocket, Letter, 3 1/2" Expansion	100 EA				
24.	Purell, 8 oz. Instant Hand Sanitizer, Pump	140 EA				
25.	Avery Ready Index Table of Contents Dividers, 1-10 Tab, Multicolor, 8 1/2" x 11"	180 ST				

Office Supply Total

\$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

EMAIL: _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS RFP:

ADDENDUM # _____

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 prime contractor / bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

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

Name of Proposer: _____ Event No. 3649

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 at 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.

APPENDIX A

LIST OF DEPARTMENTS AND DELIVERY ADDRESSES

311 Service Center	601 East 66th Street, Suite 200
Assistant City Manager	2 East Bay Street - 4th Floor, Room 403
Athletics Department	7171 Skidaway Road
Auditing Department	132 East Broughton Street - 3rd Floor
Bryan Street Garage	100 East Bryan Street
Buildings and Grounds	5 Interchange Ct.
Citizen Office	8 East Bay Street, Lower Factor's Walk
City Manager's Office	2 East Bay Street - 4th Floor
Clerk of Council	2 East Bay Street - 1st Floor
Coastal Workforce	601 east 66th Street, Suite 201
Community & Economic Development	6 East Bay Street - Basement Floor
Community Housing Services	6 East Bay Street - 3rd Floor
Community Planning & Development	2203 Abercorn Street
Cultural Affairs	9 West Henry Street
Customer Service Office	6 East Bay Street
Department of Cemeteries	330 Bonaventure Road
Department of Housing	10 East Bay Street
Development Services	5515 Abercorn Street
Economic Development	6 East Bay Street - 1st Floor
Entrepreneurial Center	801 East Gwinnett Street
Environmental Services	6 East Bay Street - Basement Floor
Finance	2 East Bay Street 3rd Floor
Human Resources	132 East Broughton Street - 5th Floor
Human Resources Risk Management	132 East Broughton Street - 5th Floor
I & D Water Treatment	6183 Highway 21 N, ort Wentworth
Information Tech. Mobile Services	6900 Sallie Mood Drive, 2nd Floor
Inventory Management	1100 West Gwinnett Street
Land Bank Authority	6 East Bay Street 3rd Floor
Lawson ERP Department	132 East Broughton Street - 6th Floor
Leisure Services Admin	Daffin Park, 1 Waring Drive South
Management Services Bureau	132 East Broughton Street - 3rd Floor
Mobility and Parking Services	100 East Bryan Street
Moses Jackson Adv. Ctr.	1410B Richards Street
Park and Tree	2600 Bull Street
Public Information Office	2 East Bay Street - Basement Level
Purchasing	2 East Bay Street - 3rd Floor
Real Property Services	6 East Bay Street - 3rd Floor
Recorder's Court	133 Montgomery Street, Room 116
Recreation Services	1301 E Victory
Refuse Disposal	1327 Dean Forest Road
Research and Budget	6 East Bay Street, Lower Factors Walk
Research Library and Archives	2 East Bay Street - Room 103

Revenue - Utility Services	132 Broughton Street, 1st Floor
Revenue - Treasury	132 East Broughton Street, 1st Floor
Risk Management	6900 Sallie Mood Drive
Robinson Garage	132 East Montgomery Street
Sanitation Bureau Admin	1325 Dean Forest Rd
Savannah Adult Day Care	3025 Bull Street
Savannah Impact Program SIP	1700 Drayton Street
SCMDP Administration	3401 Edwin Street
SCMPD Animal Control	7211 Sallie Mood Drive
SCMPD Crime Stoppers	1700 Drayton Street
SCMPD Headquarters	201 Habersham Street
SCMPD Precinct 1	295 Police Memorial
SCMPD Precinct 2	102 East Lathrop Avenue
SCMPD Precinct 3	1512 Bull Street
SCMPD Precinct 4	7804 Abercorn Street
SCMPD Precinct 5	54 Johnny Mercer Blvd.
SCMPD Savannah Impact	1700 Drayton Street
SCMPD Traffic Office	2115 Bull Street
Senior Services	1410 Richards Street, Unit C
Service Support Center	6 West Henry Street
SFES Station 1	535 East 63rd Street
SFES Station 10	13720 Coffee Bluff Road
SFES Station 11	11844 Apache Avenue
SFES Station 12	1205 Bradley Blvd
SFES Station 13	11 McKenna Drive
SFES Station 14	480 Highlands Blvd, Pooler
SFES Station 15	740 Chevis Road
SFES Station 2	5 Skyline Drive
SFES Station 3/Headquarters	121 East Oglethorpe
SFES Station 4	2401 Augusta Avenue
SFES Station 5	10 West 33rd Street
SFES Station 6	3000 Liberty Parkway
SFES Station 7	6902 Sallie Mood Drive
SFES Station 8	2824 Bee Road
SFES Station 9	2235 Capital Street
State Street Garage/PSO	100 E Broughton Lane
Street Maintenance	702 Stiles Avenue
Tourism Management Main Office	2 East Bay Street - Sub Basement
Tourism Management Satellite Office	301 Martin Luther King, Jr Blvd.
Traffic Engineering	1100 West Gwinnett Street
Vehicle Maintenance	6900 Sallie Mood Drive
Wastewater Conveyance Management	230 Agonic Road
Water and Sewer Directors Office	706 Stiles Avenue
Water and Sewer Planning and Engineering	702 Stiles Avenue
Water Distribution Department	706 Stiles Avenue
Water Reclamation	1400 East President Street
Water Supply and Treatment	208 Agonic Road

