

**POSTAGE MACHINE AND CERTIFIED MAIL SOFTWARE  
EVENT NO. 5564**

**SECTION II  
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to solicit proposals from qualified contractors for a high volume postage machine and certified mailing software with electronic return receipt. The mail services are managed by the Mail & Municipal Building Services department and will be used to administer and process mail more efficiently for all City departments. Electronic submissions will not be accepted for this proposal.


The City of Savannah is currently using the DM1000 series postage machine and the Sendsuite shipping solution for certified mail. The DM1000 system and the Sendsuite software both prove to be outdated and are not compatible with advancing technology. The City's goal moving forward is to be in compliance with required USPS standards and to have efficient and up-to-date postage technology, that's capable of providing faster, more accurate postage printing and reports.

**The City's current technology environment and standards include the following:**

- Server Operating Systems: Microsoft Windows Server 2008/2012:
- Client Operating Systems: Microsoft Windows 2007
- Database Software: Microsoft SQL Server 2008/2012,
- Web Server Software: Microsoft IIS V 6 / V 7.5.7600.16385
- Web Browser: Microsoft Internet Explorer 8.0 /9.0/10/11
- Mail Server Software: Microsoft Exchange Version 14.03.0224.002
- GIS Software: ESRI ArcGIS 10.x
- Office Applications: Microsoft Office 2010
- PC Configuration:
- HP ProDesk 600 G1
- i5 4590 Processor
- 4GB RAM;
- 500GB Hard Drive;
- 512MB Video Card

- 2.1 Scope of Services:** The successful proposer shall provide the following services:

- 1) Postage Machine
- 2) Reports & Accounting Capabilities

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- 3) Upgrades & Postal Regulations
  - 4) Training
  - 5) System Requirements (as specified)
  - 6) Certified Mailing Software

**2.2 System Configuration:** The successful proposer will be responsible for all system configurations needed for implementation of the system. Proposers must provide **all** functional requirements as defined in **Section III** of this RFP.

**2.3 Data Conversion:** There is no data conversion.

**2.4 Data Integration:** There is no data integration.

**2.5 Project Management:** The Project Manager assigned to this project should have successfully completed a minimum of three implementations of similar scope. Client references for the Project Manager should be provided. Project status meetings must be held at an agreed upon schedule. The project Manager is responsible for generating reports to include issues/concerns and percent complete status. The Project Manager can facilitate these meetings either through conference calls or on-site.

**2.6 Implementation Schedule and Timeline:** A project schedule and implementation timeline should be provided. The schedule should incorporate all aspects of the project implementation. The final schedule and timeline will be defined by the City and the selected vendor once the project has been awarded.


**2.7 Licensing:** Describe license pricing. License pricing structure must be included in the **Costs** section of the proposal.


**2.8 Training for Postage Machine & Software:** Training proposed should be quoted in contemplation of providing such training to all appropriate City personnel. The scope and sufficiency of training shall result in City personnel being able to fully and knowledgeably operate all applications of the postage machine and software. This training will be based upon hands-on demonstrations and teaching to ensure a “working knowledge” and ability to operate and troubleshoot expected challenges. Additionally, describe what training materials are utilized and what documentation is provided with the system.

**Note:** If follow-up training is needed after implementation, indicate in Section IV. Also indicate the time frame (start/finish) for this training.

**2.9 Equipment Maintenance:** Proposers should include a detailed description of available maintenance options and their related costs. Proposers must submit cost for annual maintenance agreements(s) to be implemented after expiration of the warranty period. Include what the maintenance will cover and provide length of time that the maintenance agreement can be renewed. Maintenance cost should include all system upgrades, including software.

Proposer must indicate response time after a service call is placed with customer service.

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- 2.10 Technical Support:** Proposers should provide a description of available technical support options and costs, including available hours and access.
- 2.11 Upgrades:** The proposer should provide a thorough explanation of software upgrades. This must include details of the annual support costs; any additional cost for “major” upgrades as well as the process of testing and training staff on new software versions.
- 2.12 Data Management/Storage Capabilities:** The proposer should provide a “Best Practices” guideline for data storage, data retention and data recovery. Any applicable data storage limits and /or variable costs shall be explained.
- 2.13 Postage Machine Connectivity:** Describe how the proposed device will connect to the City’s network and out to the Internet.
- 2.14 References:** Proposers shall provide a minimum of three references that are using the proposed system. References should be operating a similar size and type organization (i.e. local government mail management departments). Provide contact names and phone numbers for the person(s) responsible for the operation of the systems on **Attachment 3** included in this RFP.
- 2.15 Qualifications:** The proposer shall demonstrate their knowledge and experience in providing the solutions and/or services listed above in the response. The proposer must have experience in providing solutions for local government mail management departments and must submit a summary of their qualifications and experience on **Attachment 2** included in this RFP. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- 2.16 Demonstrations:** The proposer must be available to provide an on-site demonstration of the proposed system/software at the City’s request.
- 2.17 Cost:** Detail all cost and fee items for software, implementation costs and training. Include line item costs for any required hardware and all software. Define licensing structure and costs. First year’s maintenance and support should be included in the initial cost. Also include second year through five year costs that may be required for maintenance, upgrades, etc. Proposers should submit a list of all supplies necessary to operate the postage machine and indicate the cost associated with each.
- 2.18 Proposal Format:** Proposals shall be submitted in the following format and include the following information:
- a) Statement outlining proposer’s Qualifications along with a list of similar projects
  - b) List of project References
  - c) Response to Functional Requirements list
  - d) Fee Proposals per instructions in Section IV (signed by responsible party)
  - e) Non-Discrimination Statement
  - f) Proposed schedule of Minority and Women Owned Business (MWBE) Participation
  - g) SAVE Affidavit

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- h) Contractor Affidavit and Agreement
  - i) Insurance Requirements
  - j) Other submittals as stated

**2.19 Basis of Award:** Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer's qualifications and experience in similar organizations, including support capabilities. **(20 points)**
- b) Technical Capabilities and Functionality of proposed equipment **(35 points)**
- c) Fees, including the cost of training, ongoing maintenance and support. **(30 points)**
- d) References **(10 points)**
- e) Local Vendor Participation (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) **(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 of the proposed system.

A short list of finalists may be developed and interviews conducted with any or all 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) of any or all proposers 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.

**2.20 Copies:** One (1) unbound, printed and signed original, five (5) 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.

**2.21 Fee Proposal:** The proposer shall submit fees per instructions in Section IV and signed by the responsible party.

**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 or request for clarifications regarding submittals must be submitted in writing to the contact listed on the Event Summary page.


**2.23 Minority/Woman Business Enterprise Goals:** The City of Savannah has not established an MWBE goal for this project.

**2.24 Insurance Requirements:** Insurance requirements are non-negotiable.

**2.24.1 Commercial General Liability:**

Liability insurance shall be provided on an "Occurrence" basis

The Mayor and Alderman of the City of Savannah shall be named as the Certificate



Holder.

**Endorsements:** Waiver of Subrogation in Favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

Primary Limits shall be:

- \$1,000,000 Each Occurrence (BI/PD)

**2.24.2 Automobile:**

The Mayor and Alderman of the City of Savannah shall be named as the Certificate Holder.

**Endorsements:** Waiver of Subrogation in Favor of the Mayor and Alderman of the City of Savannah.

Thirty (30) day notice of cancellation.

- \$1,000,000 Limit

**2.24.3 Worker's Compensation:**

The Mayor and Alderman of the City of Savannah shall be named as the Certificate Holder.

**Include all coverage required by law.**

Employer's liability

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

**Endorsements:** Waiver of Subrogation in Favor of the Mayor and Alderman of the City of Savannah.


Thirty (30) day notice of cancellation.

**2.24.4 Other Items Required:**

No exclusions for subcontractors. The City recommends the contractor obtain certificates of insurance from sub-consultants, however, the contractor will ultimately be responsible for any gap in coverage or lack thereof.

All insurance carriers in the policy/Certificate of Insurance (COI) are required to have an AM Best Rating of A-, IX or better.

The City of Savannah is not responsible for any of the property used in or owned by the



consultant.

All deductibles in the coverage are the responsibility of the named insured on the policy.

Any modifications to specifications must be approved by the City of Savannah.

- 2.25 Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.26 Acknowledgement of Addenda:** Vendor 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.
- 2.27 Period of Non-Communication:** Those intending to respond to this RFP, their employees, agents and attorneys, shall not make contact with City Council members or with City staff, outside of the Purchasing Department, during the bidding process and evaluation phase.



## SECTION III FUNCTIONAL REQUIREMENTS

**3.0 Functional Requirements:** The following components represent the system(s) functionality that is required. Respond to each item with a description of how the proposed system provides that functionality. Incorporate screenshots or diagrams as needed to describe the functionality.

A checklist of functional requirements is also presented in **Attachment 1** for the proposer to further verify system functionality. (**Note:** The checklist is required)

The proposer may be required to provide an on-site demonstration of the functionality of the proposed solution at the City's request.

**3.1 Postage Machine:** The postage machine shall have the capability of feeding mail pieces either automatically with no operator intervention or by hand feeding. The postage machine shall consist of a feeder, moistener, meter, power stacker, a scale and a web based accounting system. The machine must be capable of processing sealed, unsealed, open and closed material as well as processing material without the need for "Tamping" the mail piece.

**3.2** The postage machine must have a user defined pin or other coded security feature.

**3.3** The postage machine must have a 15 lb. weighing platform capable of weighing material and automatically setting the postage and dispensing a meter tape contingent on the weight and thickness of the mail piece.

**3.4** The postage machine display/monitor must be a web enabled 15" color touch screen with the ability to rotate, swivel and adjust. Operators of the postage machine should have the ability to enter data and operate the screen functions via the keyboard or the touch screen.

**3.5** The postage machine must automatically process and seal mail pieces of the same size, from a minimum of .007" up to 3/4" thickness at a speed of 300 pieces per minute.


**3.6** For mail pieces of different weights, sizes and thicknesses, the postage machine must be able to process and seal the mail pieces at a minimum speed of 200 pieces per minute.

**3.7** The postage machine must be capable of automatically metering and sealing envelopes from 3 1/2" x 5" up to 11" x 15".


**3.8** The postage machine must have the ability to produce self-adhesive roll tape or roll gummed tape.

**3.9** The postage machine must have the ability to imprint large flats without fall-off or wasted postage.

**3.10** The postage machine must be capable of processing unique postal services as follows (the listed features must be trackable in batch mode):

- 
- a) Delivery Confirmations
  - b) Signature Confirmations
  - c) Electronic Certified Mail
  - d) Return Receipt
- 3.11** The postage machine must include an extended powered envelope stacker capable of holding a minimum of 500 #10 envelopes to maximize efficiency and prevent constant emptying of the standard stacker module.
- 3.12** All equipment needed to operate the proposed postage machine must be included with the cost detailed in Section IV, Fee Proposal.
- 3.14** **Reports/Accounting:** Mailing system must be a web-based accounting system that provides detailed, custom reports and cost allocations for a minimum of 300 accounts.
- 3.15** The postage machine must have an accounting system that links the postage meter seamlessly to an on-line account where postage data can be accessed, including, but not limited to postage spent, low balance alerts and piece counts by mail classes.
- 3.16** The accounting information should be automatically backed up and stored for long term access.
- 3.17** The meter base shall imprint a postage report detailing U.S.P.S charges and piece count without the need for an external printer.
- 3.18** **Upgrades & Postal Regulations:** There shall not be any additional charges for upgrades being proposed to the equipment or necessary for optimal efficiency, quality or otherwise. Hardware and software maintenance services must be included for the term of the agreement.
- 3.19** The postage machine must be Information Based Indicia Program (**IBIP**) compliant to conform to postal regulations.
- 3.20** The postage machine must include all U.S.P.S 1<sup>st</sup> class, Standard, 1<sup>st</sup> Class Automation, Standard Automation, Priority, International and Express rates and Special Services Zip to Zone, in order to give the City the ability to rate mail providing a myriad of available postal rates.
- 3.21** The postage machine must have the ability to automatically update U.S.P.S rate changes, software upgrades and enhancements.
- 3.22** The postage machine must be compatible with a single postage meter that has the ability to print in decimals to take advantage of the U.S.P.S cost avoidance programs, as well as above \$12.50 for heavier parcels and Express Mail pieces.
- 3.23** **System Requirements:** The postage machine and the certified mail network and any other components or recommended accessories shall meet or exceed the minimum industry standards by which the postage machine and certified mailing solution shall function and operate.





**3.24 Certified Mail/Shipping Software:** The certified mail software must be a web-based interface with electronic return receipt (Return Receipt Electronic Signature + Electronic Delivery Confirmation Report); this includes the recipient's signature, name and delivery address.

The proposer shall offer professional and customized services from start to finish. The proposer shall design a solution specific to the City's needs and requirements.

**3.25** A record of the transactions including U.S.P.S postage, mail piece acceptance, tracking and delivery details, must be archived and easily accessible for no less than 7 years.

**3.26** The bidder must provide the pre-printed certified mail labels at no additional charge to the City.

**3.27** The certified mail software shall be capable of allowing users to assign a cost center (i.e. department number), as well as sub-account and sub-sub-account levels to each transaction. The software shall **require** this information for users to process certified mail.

**3.28** The certified mail software shall have a built-in reports feature that makes it simple to track and manage all certified mail items and expenses; offering tracking across an organization.

**3.29** The certified mail software shall produce a Mail Manifest report that captures the date mailed, delivery address, mail class (signature or delivery confirmation), tracking number and the total cost per mail piece.

**3.30** The certified mail software must offer a secure connectivity option to transfer the manifest files to the U.S.P.S (the available options are **(1) SFTP, (2) PDX API** and **(3) Electronic Data Exchange**).

**3.31** The software shall allow an unlimited number of desktop office users to process certified mailing from their work stations via the internet.

**3.32** The certified mail software shall include the option to use a customer number (i.e. reference number) that can tie the U.S.P.S Tracking Number to an internal tracking number that the City assigns to a client or business matter. The software shall allow tracking of the certified mail piece by this internal customer number, as well as by the U.S.P.S tracking number.



**SECTION IV  
FEE PROPOSAL**

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

I have read and understand the requirements of this request for proposal RFP Event 5564 and agree to provide the requested system in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the system as outlined including any required communications devices, computer hardware and software, any travel or per diem expenses and any other miscellaneous expense involved. Additional pages may be included to provide detail of costs.

**Fee proposals shall be submitted on this form and include the name of the proposer.** Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

**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.**

The fee(s) for providing the proposed solution is:

**Postage Machine & Equipment:**

<b>Item No.</b>	<b>Description</b>	<b>Cost</b>
1	Postage Machine /Mailing System:	\$
2	Annual Meter Rental:	\$
3	Additional Equipment:	\$
4	Equipment Maintenance:	\$
5	Annual Maintenance Cost: Year 1:	\$
6	Year 2:	\$
7	Year 3:	\$
8	Year 4:	\$
9	Year 5:	\$
	<b>Total Cost:</b>	\$

**Operating Supplies:**

<b>Item No.</b>	<b>Description</b>	<b>Cost</b>
10	Ink	\$
11	Postage Tape	\$
12	Sealant	\$
13	Other	\$

**Postage Machine Training:**

<b>Item No.</b>	<b>Description</b> <b>Training Cost Per Person</b>	<b>Cost</b>
14	Users	\$
15	Travel	\$
16	Material	\$

17	Follow-up Training (after implementation) Time Frame:	\$
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**Certified Mail Software:**

Item No.	Description	Cost
18	Additional Equipment:	\$
19	Software Maintenance:	\$
20	Annual Maintenance: Year 1	\$
21	Year 2	\$
22	Year 3	\$
23	Year 4	\$
24	Year 5	\$
	<b>Total Cost:</b>	\$

**Certified Mail Software Training:**

Item No.	Description Software Training Cost Per Person	Cost
25	Users	\$
26	Travel	\$
27	Materials	\$
28	Follow-Up Training (after implementation) Time Frame:	\$

**Option 1: Site License:**

Item No.	Description	Cost
29	Software Site License:	\$
30	Implementation Services:	\$
31	Software Maintenance: Year 1	\$

32	Year 2	\$
33	Year 3	\$
34	Year 4	\$
35	Year 5	\$
	<b>Total Cost:</b>	\$

**Option 2: Per Seat Licensing for Concurrent Users/Viewers:**

Item No.	Description	Cost
36	1-10 Users	\$

**Total \$** \_\_\_\_\_

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

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

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

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

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

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

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

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

**E-MAIL ADDRESS:** \_\_\_\_\_



**DO YOU HAVE THE REQUIRED INSURANCE? \_\_\_\_\_**

**HAVE YOU INCLUDED ATTACHMENT # 1 PER SECTION III? \_\_\_\_\_**

**HAVE YOU INCLUDED ATTACHMENT # 2 PER SPECIFICATION 2.15? \_\_\_\_\_**


**HAVE YOU INCLUDED ATTACHMENT # 3 PER SPECIFICATION 2.13? \_\_\_\_\_**

**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



**ATTACHMENT 1**  
**FUNCTIONAL REQUIREMENTS CHECKLIST**  
(See Section III - Functional Requirements)

Place an “X” in the appropriate column to indicate how your postage machine and certified mail software meets the requirements. Provide comments where necessary. Please mark only one of the appropriate replies.

**Legend of Responses:**

- (F) Fully Provided:** This function is provided in the proposed solution “Out-of-the-Box”, no customizations or modifications are necessary.
- (CO) Configuration:** This function requires configuration / setting changes by System Administrator (City staff); does not require custom programming by vendor).
- (CU) Customization:** (Requires custom programming by the vendor; changes to source code).
- (R) Reporting Tool:** This function is accomplished by the reporting functionality / reporting tool provided with the proposed solution.
- (TP) Third-Party Software:** This function is accomplished by a third-party application provided with the proposed solution.
- (FV) Future Version:** This function will be included in a future release of the system. (Please provide an expected date for this release in the Comment field).
- (NA) Not Available:** This function is not available in the proposed solution.

**Comments:** Please use the comments field to explain the selection (add additional sheets if needed).

**ATTACHMENT 1** *(continued)*  
**FUNCTIONAL REQUIREMENTS CHECKLIST**  
 (See Section III - Functional Requirements)

	F	CO	CU	R	TP	FV	NA	Comments
<b>POSTAGE MACHINE</b> <i>(add additional sheets for comments if needed)</i>								
Automatic Mail Feeder <i>(per Spec 3.1)</i>								
Mixed Size Feeding <i>(per Spec 3.5 and 3.6)</i>								
Security Pin Code Capable								
15 lb. Weighing Platform								
15" Color Touch Screen <i>(Web enabled)</i>								
Letter Processing Speed 300 ppm								
Keyboard <i>(Fully Integrated)</i>								
Self-Adhesive Roll Tape or Roll Gummed								
Power Stacker <i>(min 500 #10 envelopes)</i>								
Automatic System Updates								
Weigh-on-the-Way								
IBIP Compliant								
Automatic Postal Rate Updates								
Postage Machine Connectivity								
Alerts <i>(Low Ink, Low Funds)</i>								
Ink Output <i>(min. 100,000 imprints)</i>								
Moistener								
Postage Meter <i>(must capture decimals )</i>								
Meter & Seal Envelopes 3 ½" x 5" to 11"x15"								
Various Rate Classes <i>(per Spec 3.20)</i>								
Preset Jobs <i>(min of 10)</i>								
Meter Base Printing <i>(per Spec 3.17)</i>								
	F	CO	CU	R	TP	FV	NA	Comments
<b>ACCOUNTING SYSTEM OFFERED BY MAIL MACHINE</b> <i>(add additional sheets for comments if needed)</i>								
Web-Based Accounting System <i>(per Spec 3.15)</i>								
Accounting Info Storage <i>(per Spec 3.16)</i>								
300 Departmental Accounts <i>(per Spec 3.14)</i>								
Postage Spent Reports								
Piece Counts by Mail Class Reports								



**ATTACHMENT 1** *(continued)*  
**FUNCTIONAL REQUIREMENTS CHECKLIST**  
(See Section III - Functional Requirements)

	F	CO	CU	R	TP	FV	NA	Comments
<b>POSTAL SERVICES OFFERED BY MAIL MACHINE</b> <i>(add additional sheets for comments if needed)</i>								
Delivery Confirmations								
Signature Confirmations								
Electronic Certified Mail								
Return Receipt								
Postage By Phone								
On-Line Tracking Capability								
	F	CO	CU	R	TP	FV	NA	Comments
<b>CERTIFIED MAIL SOFTWARE</b> <i>(add additional sheets for comments if needed)</i>								
Web-Based Interface								
Software Connectivity <i>(SFTP, PDX, etc.)</i>								
Unlimited # Desktop Users								
Return Receipt Electronic Signature								
Electronic Delivery Confirmation Report								
Transaction Tracking <i>(Archive min. 7 years)</i>								
Pre-printed Certified Mail Labels <i>(no charge)</i>								
Cost Center Entry - Mandatory <i>(per Spec 3.27)</i>								
Sub Account & Sub-Sub Account Levels								
Built-In Trackable Accounting Reports								
Manifest Reports <i>(per Spec 3.30)</i>								
Customer Defined Reference # <i>(per Spec 3.32)</i>								
Automatic Postal Rate Updates								
Automatic Software Updates								



**ATTACHMENT 2**  
**FORMAT STATEMENT OF QUALIFICATIONS**

**The qualification submitted must address the following major topics in the following order:**

- Letter of Interest:*** A letter of interest signed by an authorized principal of your firm with a statement of the project and your firm's availability to provide the services noted in the scope of work. The letter should include complete contact information and a brief history of the firm.
- Approach:*** A general statement of the firm's approach with particular focus on distinguishing characteristics or services. A discussion of the proposer's general understanding of the project and the major work tasks to be performed.
- Project Schedule:*** The proposer shall provide a sample timeline keyed to the scope of work, including all stages of the project, and the responsibilities of all parties involved.
- Team Expertise:*** The proposal shall include information about the firm's personnel, stating their proposed role in the project. Bidders shall provide a brief description of general qualifications and a list of key personnel that would be available to work on this project.
- Experience:*** The proposer will provide a narrative of qualifications and experience with respect to this project including a brief description of previous comparable projects.
- Additional Info:*** Proposal response shall address each of the above qualifications criteria and should be prepared in a complete, concise manner. Brochures, project photos and other illustrative information may be submitted as an appendix to your response.



**ATTACHMENT 3  
REFERENCES**

**This attachment must be included with the RFP response in order to be considered further.**

In the spaces below, list three (3) current commercial (government) references, of similar size. These references must have the correct phone numbers and contact names.

**Name of Company/Municipality:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Dates of Service:** \_\_\_\_\_

**Name of Company/Municipality:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Dates of Service:** \_\_\_\_\_

**Name of Company/Municipality:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Dates of Service:** \_\_\_\_\_



## 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

\_\_\_\_\_  
Date

**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.

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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.



# **CONTRACTOR AFFIDAVIT AND AGREEMENT**

## Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

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### **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

P.O. BOX 1027, SAVANNAH, GA 31402

PHONE 912.651.6425 TDD 912.651.6702 FAX 912.651.6855 SAVANNAHGA.GOV

***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires:

***Instruction for Completing Systematic Alien Verification for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia’s cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain “public benefits” are legally present in the United States. Contracts with the City are considered “public benefits.” Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.