



SECTION 4

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

REPAINTING OF STREET LIGHT AND TRAFFIC SIGNAL POLES

EVENT# 3525

- 4.0 The purpose of these specifications is to describe an annual contract for the repainting of street light and traffic signal poles.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

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

4.1 **General Requirements**

The bidder will be responsible for traffic control and obtaining proper permits. The bidder shall field verify pole dimensions and condition and determine the most appropriate substrate preparation and type of painting procedure. All work shall be performed in accordance with industry standards and shall be warranted for one (1) year from acceptance by the City.

4.1.1 **Intent**

It is the intent of the contract document to establish, in advance of issuing a purchase order, the contract unit prices for all work and materials which may be needed for repainting street light and traffic signal poles. Items and pricing will be described in a purchase order and it will be used to compensate for all work covered by the contract.

4.1.2 **Contract Term**

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

4.1.3 **Budget and Quantity of Work**

The quantity of work to be performed will be determined by the Traffic Engineering Director or designee and specified in each purchase order. However, the City does not guarantee a minimum amount of work to be awarded. The quantities of work indicated in this bid are not considered either a minimum or maximum

amount of work to be performed, but do represent the best estimate of the work expected to be awarded and performed during the contract period.

4.2 **Scope of Work**

The bidder shall furnish all labor, equipment, mobilization, and traffic control necessary for the repainting of street light and traffic signal poles. Light poles and fixtures shall be thoroughly cleaned, primed, and painted in accordance with industry standards, and as specified in this document. The worksite shall be secured before, during, and after all work being performed. All pedestrian and vehicular traffic within the worksite or adjacent areas must be thoroughly protected from injury or damage caused by paint, solutions, or the processes of cleaning and painting. Additional protection shall be provided for all public and private property within the worksite or adjacent areas including landscape features, infrastructure, structures, and other surfaces not to be painted but within the work zone. All surfaces shall be cleaned and prepared in accordance with industry standards prior to painting. The worksite and adjacent areas must be completely restored to the general condition and appearance as was before the work began.

4.3 **Submittals**

A written scope of work detailing surface preparation and painting procedures shall be submitted with the bid. Upon the request of the City, the bidder should also provide the coating manufacturer's name, product data for each coating, including generic description, complete technical data, surface preparation, and application instructions. The bidder shall procure coatings and coating application accessories from a single coating manufacturer. After contract award, samples of the color specified shall be submitted for approval.

4.4 **Quality Assurance**

4.4.1 **Coating Manufacturer's Qualifications**

- A. The coating manufacturer shall be specialized in the manufacture of coatings with a minimum of ten (10) years of experience.
- B. The coatings manufacturer shall be able to demonstrate successful performance on comparable projects.

4.4.2 **Applicator's Qualifications**

- A. The contractor shall be experienced in the application of specified coatings for a minimum of five (5) years on projects of similar size and complexity and should be considered as an Industrial Coatings contractor.
- B. The contractor shall employ persons trained for the application of the specified coatings.

4.5 **Environmental Requirements**

4.5.1 **Weather**

- A. The contractor shall prepare surfaces and apply and cure coatings within the air and surface temperature range in accordance with the manufacturer's instructions.
- B. The contractor shall maintain surface temperatures a minimum of five (5) degrees F (three (3) degrees C) above dew point at the time of final surface preparation, material mixing, and application.
- C. The contractor shall prepare surfaces and apply and cure coatings within the relative humidity range in accordance with the coating manufacturer's instructions.

- D. The contractor shall not prepare surfaces or apply coatings in rain, snow, fog, or mist.
- E. The contractor shall not spray coatings if wind velocity is above the coating manufacturer's limit.

4.5.2 **Dust and Contaminants**

The contractor shall schedule coating work to avoid excessive dust and airborne contaminants, and shall take the necessary steps to protect work areas from excessive dust and airborne contaminants during the coating application and curing process.

4.6 **Protection of Surfaces Not Scheduled to be Coated**

- 4.6.1 The contractor shall protect surrounding areas and surfaces that are not scheduled to be coated from damage during surface preparation and the application of coatings.
- 4.6.2 The contractor shall immediately remove coatings that fall on surrounding areas and surfaces that are not scheduled to be coated.

4.7 **Surface Preparation**

4.7.1 **Cleaning**

All surfaces to be painted shall be scraped or wire brushed to remove all flaking or loose paint. Wire wheels and/or cup brush grinder attachments may be used. All welds should be inspected and any failed welds should be reported prior to painting. All metal surfaces shall be thoroughly cleaned of oil, grease, soil, rust scale, and all other foreign substances. Oil and grease may be removed with clean rags saturated in mineral spirits. After cleaning metal surfaces and before applying paint, the contractor shall clean the pole and the paved area surrounding the base of all sand, dust, or other foreign matter in order to prevent such materials from being blown on to the freshly painted surface. All surfaces that are not to be painted (glass/plastic panels, attached signs, light pole inventory number, hand-hole screws, etc.) shall be protected from paint and painting operations.

4.7.2 **Rust Treatment**

Any areas showing signs of oxidization shall be thoroughly wire brushed and treated with a rust converter that has been approved by the project manager. This process is necessary to arrest oxidization and ensure proper primer adhesion. The rust treatment must be applied in accordance with label instructions.

4.7.3 **Primer**

All surfaces must be primed prior to painting with an appropriate rust-inhibiting and/or rust-stabilizing lead-free alkyd oil-based red-oxide primer prior to application of finish coats. The primer must be approved in advance by the City's project manager and must be applied in accordance with label instructions.

4.8 **Application**

4.8.1 **Color**

The finish color shall be "Savannah Green" and a sample must be submitted to and approved in advance by the City's project manager. The sample formula is DeVoe Mirolac Alkyd Urethane

four (4) parts Hunter Green Base (#7079 + Z4Y) to one part Black (#7003) (4:1). Coatings shall be applied in accordance with coating manufacturer's instructions.

- 4.8.2 A minimum of two (2) finish coats of urethane gloss enamel paint shall be applied. All application equipment, tools, pressure settings, and techniques shall be used in accordance with manufacturer's instructions.
- 4.8.3 Mixing and thinning of coatings, including multi-component materials shall be in accordance with coating manufacturer's instructions. Containers shall be kept closed when not in use to avoid contamination.
- 4.8.4 The contractor shall not use mixed coatings beyond pot life limits.
- 4.8.5 After the primer is cured, the contractor shall brush-apply a stripe coat to critical locations on the steel such as welds, corners, and edges using a specified intermediate coat.
- 4.8.6 Uniformly apply coatings at spreading rate required to achieve specified dry film thickness (DFT).
- 4.8.7 The application of all coatings, including exterior coatings shall be free of film characteristics or defects that would adversely affect the performance of the coating system and affect appearance.
- 4.8.8 All work shall be warranted for material and workmanship (peeling or washing) for a minimum of one (1) year.

4.9 **Quality Control**

- 4.9.1 All applicable codes and standards referenced by the American National Standards Institute (ANSI) and the Occupational Safety and Health Administration (OSHA) and in effect as of the contract date shall govern the restoration by the contractor for completed systems, materials and workmanship. In addition, any applicable federal, state, and local regulations, and codes and ordinances will apply.
- 4.9.2 The contractor shall comply with all federal, state and local laws, codes and ordinances applicable to the work. The contractor will obtain all permits required in connection with the execution of the work, including a City right-of-way permit before beginning any work associated with this contract.
- 4.9.3 The contractor shall secure the work sites prior to beginning work and for the duration of the restoration process. The contractor shall restrict all unauthorized vehicular and pedestrian traffic from the worksite. The work site shall remain free of hazards and debris for the duration of the project.
- 4.9.4 The contractor shall restore the site to the general condition and appearance as it was before the work began.
- 4.9.5 A purchase order/contract will be issued after insurance is in place. Painting must commence within thirty (30) days of the purchase order issue date and must continue as permitted by weather and special events. All light poles in one area must be painted and the site area restored to its pre-restoration condition before moving to another area.
- 4.9.6 The City reserves the right to restrict work activities for any time and for any reason. The contractor or his designated representative must be present on the work site at any time work operations are in progress. The contractor must immediately notify the project manager of any difficulty in performing the specified work.

5.0 **Insurance Requirements**

5.1 **Comprehensive General Liability**

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

5.2 **Commercial Automobile Liability**

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

5.3 **Workers Compensation**

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer’s liability limits:

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

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

5.4 **Umbrella/Excess Liability**

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence
\$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

5.5 **General**

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

6.0 **General Specifications**

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

- Bid Proposal Form
- Non-Discrimination Statement
- Proposed Schedule of MWBE Participation
- Other requested submittals as stated

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

6.2 Bids may be submitted manually to the address listed in the bid documents or electronically via the supplier portal in sufficient time to ensure receipt by the Purchasing Department on or before 1:30 P.M. on the date specified in the web page listing for this event. Requested documentation may be attached to the bidder's response. A supplier guide for assistance in submitting responses can be found by clicking on the Important Documents tab of the Purchasing SavEPro webpage at: <http://www.savannahga.gov/index.aspx?NID=591>

6.3 Original invoices should be sent to:

City of Savannah
P.O. Box 1027
Savannah, GA 31402

6.4 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in connection with this event must be acknowledged in order for bidders' responses to be considered.

6.5 To submit and be awarded a bid, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

6.7 Bonding:
(Check where applicable)

- (A) Each bidder shall post a bid bond, certified check or money order made payable to the City in the amount of 5% of the bid price. A company check is not acceptable. No bids shall be read or considered without a proper form of security.
- (B) No bond, certified check, or U.S. Money Order is required.
- (C) Bidder shall post a payment / performance bond, certified check or money order payable to the City in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet requirements of the contract including timely delivery, performance specifications and warranty requirements. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- (D) Bidder shall post a performance bond, certified check or money order in the amount of % of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee of timely delivery and that equipment, materials and /or goods are delivered according to specifications.

Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia, approved by the City, and must be executed on the attached forms. At the discretion of the City, other forms of security may be considered in lieu of a performance bond.

EXCEPTION SHEET

EVENT #3525

If the commodity(s) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature_____

Company_____

Title_____

**BID PROPOSAL FORM
(SUBMIT AS THE COVER SHEET)
(SUBMIT A MINIMUM OF TWO COPIES)**

City of Savannah Purchasing Department
3rd Floor, City Hall
P. O. Box 1027
Savannah, Georgia 31402
ATTN: Purchasing Director

EVENT NUMBER: 3525

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

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

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE)

YES: _____ NO: _____

FROM WHAT CITY/COUNTY _____

TAX CERTIFICATE #: _____ FED TAX ID #: _____

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY): CHECK ONE: _____

CORPORATION _____ PARTNERSHIP _____ INDIVIDUAL _____

OTHER (SPECIFY: _____)

INDICATE OWNERSHIP STATUS OF BIDDER

(CHECK ONE):

_____ NON-MINORITY OWNED

_____ AFRICAN AMERICAN

_____ HISPANIC

_____ WOMAN (non-minority)

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ OTHER MINORITY

Do you plan to subcontract any portion of this project? Yes _____ No _____

If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

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

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL
1	Repainting Decorative Street Light Poles: Bishop Crook Poles (Detail A)	65		
2	Repainting Decorative Street Light Poles: Bishop Crook Poles (Detail B)	15		

3	Repainting Decorative Street Light Poles: Pedestrian Scale Poles (Detail C), 9 feet to 12 feet height	15		
4	Repainting Mast Arm Signal Poles: Steel Strain Pole (Fluted), 15 feet to 20 feet height Mast Arm (Round), 20 feet to 25 feet length	12		
5	Repainting Mast Arm Signal Poles: Steel Strain Pole (Fluted), 21 feet to 26 feet height Mast Arm (Round), 20 feet to 25 feet length	6		
6	Repainting Mast Arm Signal Poles: Steel Strain Pole (Fluted), 21 feet to 26 feet height Mast Arm (Round), 26 feet to 33 feet length	4		
7	Repainting Mast Arm Signal Poles: Steel Strain Pole (Fluted), 21 feet to 26 feet height Mast Arm (Round), 34 feet to 45 feet length	2		
8	Repainting Mast Arm Signal Poles: Steel Strain Pole (Fluted), 27 feet to 35 feet height Mast Arm (Round), 20 feet to 25 feet length	5		
9	Repainting Mast Arm Signal Poles: Steel Strain Pole (Fluted), 27 feet to 35 feet height Mast Arm (Round), 26 feet to 33 feet length	2		
10	Repainting Mast Arm Signal Poles: Steel Strain Pole (Round), 25 feet to 35 feet height Mast Arm (Round), 25 feet to 35 feet length	5		

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS
(Minimum of 10 working days must be allowed for discount to be considered in bid award)

___ Less ___ % ___ Days Prompt Payment Discount (if offered)

(_____)

___ Net - 30 Days

(no discount offered)

- 0 -

TOTAL NET BID

\$ _____

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____ DAYS

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____#

DATE _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

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

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

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

Name of Proposer: _____ Event No. 3525

Project Title: _____

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

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

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

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

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

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

Developing a Strong M/WBE Participation Plan

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

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