

Bidder's Checklist – Envelope 1 Requirements

This checklist shall be attached to the outside of Envelope 1 of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive.

Nonresponsive bids will be returned to the vendor unopened.

Electronically submitted bids, if allowed, do not require this checklist. Please see event summary online to determine if electronic responses will be accepted.

Firm name: _____

Contact person: _____

Address: _____

Phone number: _____

Email address: _____

Envelope 1 must contain the following documents:

Initials	Document
	Section 1310 – Disadvantaged Business Employment Provisions
	Non-Discrimination Statement
	Proposed Schedule of DBE Participation
	Good Faith Effort Form and Log (if applicable)

By signing below, bidder is attesting that all items listed in the checklist above have been included in Envelope 1.

Signature: _____ Date: _____

Bidder's Checklist – Envelope 2 Requirements

This checklist shall be attached to the outside of Envelope 2 of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive.

Nonresponsive bids will be returned to the vendor unopened.

Firm name: _____

Contact person: _____

Address: _____

Phone number: _____

Email address: _____

Envelope 2 must contain the following documents:

Initials	Document
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Attachments
	Certifications/Licenses
	Insurance

By signing below, bidder is attesting that all items listed in the checklist above have been included in Envelope 2.

Signature: _____ Date: _____

**ROADSIDE/CANAL AQUATIC VEGETATION MAINTENANCE****EVENT NO.****SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for roadside/canal/aquatic vegetation maintenance by means of chemical control. Electronic responses shall not be accepted.

To enter pricing manually, complete the attached bid proposal form. Manually submitted 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, 301 West Oglethorpe Avenue, Savannah, Georgia, 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

4.1 Specifications

- 4.1.1 The contractor will maintain approximately 57.97 roadway miles of rights-of-ways, with maps, in various locations within the City limits, encompassed in Attachment 1, to include control of Johnson grass, woody stem, broadleaf and growth regulator.
- 4.1.2 The contractor will also be responsible for ditch and canal slopes and right of way on 36 miles of city canals, encompassed in Attachment 2, with maps, of growth regulator only. The City does not want to kill off canal slopes due to the possibility for erosion issues.*
- 4.1.3 The contractor will also be responsible for eight miles of set canals leading to pump stations. Aquatic spraying of vegetation/alligator grass to be controlled, encompassed in Attachment 3, with maps.
- 4.1.4 Proposers shall provide a list of chemicals to be used and their function for all scopes of chemical application.

4.2 Schedules

The period of regulated growth is from April 1, 2019 through December 31, 2019.

- 4.2.1 For the 2019 calendar year, four spraying treatments of roadway right of way, Attachment 1, will be made on the following time table:

- First treatment week of April 1st or within three days of award
- Second treatment week of June 1st
- Third treatment week of August 1st
- Fourth treatment week of October 1st

- 4.2.2 For the 2019 calendar year, three spraying treatments of ditch and canal slopes, Attachment 2, will be made on the following time table:

- First treatment week of April 1st or within three days of award

- Second treatment week of July 1st
- Third treatment week of October 1st

4.2.3 For the 2019 calendar year, three spraying treatments of aquatic spraying, Attachment 3, will be on the following time table:

- First treatment week of April 1st or within three days of award
- Second treatment week of July 1st
- Third treatment week of October 1st

4.1.4 The City has the right to modify the number and the scheduled dates for all spraying treatments for renewal options and as growing conditions change.

4.1.5 If treatment is not made within the specified time frame, unless changed by the City, a ten percent payment penalty may be imposed. A payment penalty for the first treatment will not be imposed if due to a delay in the award of a contract.

4.2 Areas to be maintained

4.2.1 The entire right-of-way areas not being maintained by the adjacent property owner will be maintained. Typically right of ways average 15 feet in width and exists from the roadway edge/curb to utility line or fence line.

4.2.2 The entire slope from top of ditch/canal bank to water line.

4.2.3 The entire canal from side to side, as needed for control.

4.3 Verification

Verification of mileage will be the responsibility of the contractor. See Attachments 1, 2, and 3 for area mileage.

4.4 Maintenance Standards

4.4.1 The contractor assumes liability for any damage to private property.

4.4.2 A City representative will inspect the work periodically. If the contractor fails in keeping any standard, the contractor has five working days to correct the deficiency or a ten percent (10%) penalty will be deducted from the invoice and payment withheld until satisfactory performance is accomplished.

4.4.3 There must be a minimum of four applications, three applications, and three applications respectfully, within the eight month period.

4.5 Timing of Herbicide Applications

The contractor shall notify the Greenscapes Division right of way administrator prior to application and include proposed schedule with original bid.

4.6 Herbicide Selection

The contractor shall be responsible for correct rates per acre, growth regulator/herbicide selection, and frequency of applications.

4.7 Application Equipment

If herbicides are used, the equipment must be suitable for performance of the scope of work and is subject to inspection.

4.8 Regulations

- 4.8.1 The contractor must upon request provide references of work performed which is similar in scope.
- 4.8.2 The contractor must comply with OSHA, EPA, and State Department of Agriculture regulations.
- 4.8.3 If herbicides are used the herbicide manager must provide herbicide labels and Material Safety Data Sheets to the Streets administrator. The administrator reserves the right to reject or accept proposed regulator.
- 4.8.4 Herbicide manager must have experience applying herbicides and must meet State of Georgia Department of Transportation (GDOT) requirements in the category of turf and ornamentals, aquatics, and right-of-way pest management.
- 4.8.5 Herbicide applicator must maintain a daily log sheet of acres sprayed, herbicides (rates) applied, and prevailing weather conditions at time of applications and submit to the Streets Superintendent upon completion of application.
- 4.8.6 Any herbicide applicators must have experience applying herbicide and must meet GDOT requirements in the category of turf and ornamentals, aquatics, and right-of-way pest management. The company providing herbicide application must have a commercial driver's license and have a pesticide applicator's license. Copy of license must be included in bid package.

4.9 Safety

- 4.9.1 The contractor shall keep at least two flashing orange lights in operation while vehicle is spraying along roadsides and shall abide by standard highway safety codes and procedures for roadside maintenance.
- 4.9.2 The contractor shall have a chemical spill plan and the spray truck will have a spill clean-up kit on-board. Should a spill occur, the contractor is responsible for notification of appropriate environmental agencies and for all costs of clean-up.
- 4.9.3 If wind is greater than 10 to 12 MPH and/or rainfall is imminent, spraying must cease until weather conditions are more favorable.
- 4.9.4 Night spraying is permitted if arrangements are made with the Greenscapes Division right of way administrator prior to chemical application.
- 4.9.5 The contractor shall be fully responsible for chemical storage, handling, and container disposal.
- 4.9.6 The contractor shall be fully liable for any damage as result of off-site drift or any change of dominant perennial grass.
- 4.9.7 The contractor must comply with all OSHA and GDOT safety regulations.

4.10 Mowing Equipment Requirement

If mowing equipment is required to accomplish the contract, the contractor must have sufficient equipment and manpower to meet the service demands. Equipment, at a minimum, should include items such as slope

mowers, tractor with bush hogs, flail mowers, side arm mowers, and miscellaneous hand held power saws and trimmers.

4.11 Insurance Requirements

A. Commercial General Liability

Liability insurance shall be provided on an “occurrence “basis

The Mayor and Aldermen 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 day notice of cancellation

Primary limits shall be: \$1,000,000 Each Occurrence (BI/PD)

B. Automobile

The Mayor and Aldermen 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

\$1,000,000 limit

C. Workers Compensation

The Mayor and Aldermen 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 Aldermen of the City of Savannah

Thirty (30) day notice of cancellation

D. 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 consultant

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

Any modifications to specifications must be approved by the City.

4.12 Satisfaction of DBE Goals; Good Faith Effort

The process by which the City determines whether an Offeror has met the City's DBE goal is set forth in the guidelines below:

- a. A bid shall be considered non-responsive unless a bidder meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. In order to meet the DBE goal of a solicitation, a bidder entity must submit the following information:
 - i. The names and addresses of each DBE that will participate in the contract;
 - ii. A description of the work that each DBE will perform;
 - iii. The percentage of the contract value that each DBE will receive.
 - iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each DBE whose participation the bidder submits to meet the contract goal; and
 - v. Written confirmation, in a form acceptable to OBO, from each DBE that it will participate in the contract as indicated by the bidder.
- c. The bidder should submit the above information as follows:
 - i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
 - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after OBO notifies the bidder that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.
 - i. A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.
 - ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs

eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of DBEs.

2. Identifying the portions of the contract that could reasonably be performed a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.

- iii. In determining whether a bidder has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.

- 4.13 The contractor shall take all necessary precautions to protect existing structures and equipment from damage due to construction traffic or equipment.
- 4.14 The contractor shall repair all items damaged during the construction at no additional cost to the City.
- 4.15 The contractor shall comply with all local, state, and federal regulations as they pertain to construction activities.
- 4.16 The contractor shall provide, upon request, the following information:
 - 4.16.1 The contractor shall submit evidence of related experience in similar projects. Evidence should include client name, location of work, description of similar experience gained as a part of the project, dollar value of the project, and reference name and telephone number.
 - 4.16.2 The contractor shall submit information regarding the business entity, its main focus, and its personnel. The contractor must include a list of projects currently under construction, and under contract. The contractor must include information about its Georgia Contractors License(s) including types, numbers, and dates of issuance.
 - 4.16.3 The contractor shall submit evidence of its financial ability to complete the project. Evidence may include Standards and Poor's rating, credit ratings and information, or other financial information.
 - 4.16.4 The contractor shall submit evidence of insurability for a project of this type.

- 4.16.5 The contractor shall submit for the City's approval the qualifications, resume, and a list of projects completed by its proposed quality control/quality assurance employee(s) for the project.
- 4.16.6 The contractor shall disclose information on any projects, including details of any project or "paid for completion" because of a default termination of a construction contract.
- 4.16.7 The contractor shall disclose any nonpayment issues with any subcontractors, suppliers or equipment companies.
- 4.16.8 The contractor shall disclose any current litigation.

4.17 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three additional 12 month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2019. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

5.0 General Conditions

5.1 The bid response shall include all documents required in the bidder's checklist.

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

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

EXCEPTION SHEET

Event # 6833

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

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

City of Savannah Purchasing Department
301 W Oglethorpe Avenue
2nd floor
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 6833

Business Location: (Check One)

Chatham County
 City of Savannah
 Other

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

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

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

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

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

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):
CHECK ONE: CORPORATION PARTNERSHIP
 INDIVIDUAL OTHER (SPECIFY: _____)

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

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

ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

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

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Right of Way/Attachment 1	4 Applications		
2	Ditches and Canal Slopes/ Attachment 2	3 Applications		
3	Aquatic Vegetation/Attachment 3	3 Applications		

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 \$ _____

=====

HAVE YOU INCLUDED A LIST OF CHEMICALS TO BE USED PER SECTION 4.1.4? _____

WILL AN HERBICIDE APPLICATION METHOD BE USED FOR THIS CONTRACT? ___ YES
___ NO

IF HERBICIDES WILL BE USED, HAVE YOU ATTACHED A COPY OF THE REQUIRED LICENSE? ___ YES ___ NO

CAN YOU MEET THE INSURANCE REQUIREMENTS AS SPECIFIED? ___ YES ___ NO

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

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).
* * * * *

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.) 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://verify.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.”

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.

**SECTION 01310
DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS**

The City of Savannah actively encourages employment and participation of small and disadvantaged businesses in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that disadvantaged business enterprises (DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established an 18% DBE goal for this project.

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of disadvantaged business enterprise participation (Sec. 01310-4)
and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

Failure to submit the required documents shall result in the bid not being read or considered.

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of DBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for DBE subcontracting in trades with established availability of DBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to DBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be debarred from participating in future City contracts.

The contractor is required to fulfill any DBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to any substitution.**

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any DBE listed in the completed form entitled "Proposed Schedule of DBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

The State of Georgia Department of Transportation maintains a website listing of Disadvantaged Business Enterprises located at www.dot.ga.gov/PS/Business/DBE

Chatham County Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

GA Tech Procurement Assistance Center maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

Savannah/Hilton Head International Airport Commission maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at www.savannahairport.com

Small Business Assistance Corporation maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at www.sbacsav.com.

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, women, and individuals belonging to other socially and economically disadvantaged groups;
- (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 DBE PARTICIPATION

Any DBE listed in this completed form must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

Name of Bidder/Proposer: _____ Bid No. _____

Project Title: _____.

NOTE: Proof of DBE certification must be attached to this completed form for all firms listed in the table below.

Name of DBE Participant	Telephone	Email	Address (City, State)	DBE? (Y/N)	Type of Work Sub-Contracted	Sub-contract Value (%)	Sub-contract Value (\$)
						%	
						%	
						%	
						%	
						%	
						%	
Total Base Bid							\$
Total Proposed DBE Subcontracts							\$
Bidder's Proposed DBE Participation							%

The undersigned will enter into a formal agreement with the DBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractors' subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

Disadvantaged Business Enterprise

GOOD FAITH EFFORT

Prime Company Name

Bid Date

Project Name

Event Number

If you have failed to secure DBE participation or if your DBE participation is less than the City's project goal, you MUST complete this form.

If the bidder's method of compliance with the DBE goal is based upon demonstration of a good faith effort, the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City. Compliance with each item, 1 through 4 below, shall satisfy the Good Faith Effort requirement absent proof of fraud, intentional and/or knowing misrepresentation of the facts or intentional discrimination by the bidder.

This form must be submitted in its entirety with supporting documentation in a separate sealed envelope with your bid prior to the time of bid opening. Failure to comply will result in the bid being considered non-responsive and the bid will not be read or considered.

- 1.) Please list each and every subcontracting and/or supplier opportunity (DO NOT LIST NAMES OF FIRMS) which will be used in completion of this project, regardless of whether it is to be provided by a DBE or non DBE.

(Use additional sheets, if necessary)

List of:
Subcontracting Opportunities

List of:
Supplier Opportunities

2.) Did you obtain a current list of DBE firms?

_____ Yes

Date of Listing ____/____/____

_____ No

Source _____

3.) Please indicate subcontract or supplier list categories for which potential DBE bidder lists were provided? Provide detail of how these DBEs were solicited.

_____	_____
_____	_____
_____	_____

4.) **Please attach the following:**

(1) Completed Good Faith Effort Log see: 1310-7 Log

(2) Evidence of solicitation to prospective DBE firms, such as advertisements, copies of solicitation letters, faxes, emails and other to substantiate efforts.

DEMONSTRATION OF GOOD FAITH EFFORTS MUST INCLUDE ALL ITEMS OUTLINED IN THIS SECTION.

INSTRUCTIONS TO CONTRACTOR/CONSULTANT

To receive credit toward contracted DBE goals, the Prime Contractor/Consultant must complete and submit this form with each Request for Periodic Payment, beginning with the first payment request. An additional copy of this section must be submitted to the **SBO Compliance Coordinator**. The Office of Business Opportunity may be contacted by phone at (912) 652-3582 or by fax at (912) 651-3175. **Failure to submit this form may result in no credit toward the contract DBE requirements and a delay in monthly progress payment.**

1. Project Name: The official name of the project as stated on the contract
2. Date: Date Report is being submitted
3. Report Number: Reports must be consecutively numbered.
4. Contract Amount: Total amount of the contract to be paid to the Prime Contractor/Consultant by the City of Savannah for completion of the project.
5. DBE Goals: Enter the contracted DBE Goals per the signed agreement.
6. Final Project Report: Place an "X" or checkmark in this box when the project has been completed and the report submitted is the final payment report. Enter the date of project completion.
7. DBE Information: ONLY DBEs that have been verified and approved by the City of Savannah DBE Office, from the Prime Contractor's/Consultant's "Proposed Schedule of DBE Participation" may be included on the payment report. NO SUBSTITUTIONS OR CHANGES IN GOALS MAY BE MADE without prior written approval by the City.
8. DBE Payments: Enter the actual amount of the subcontract agreement for each approved DBE, the date of any payments occurring within the report period, the amount of the payments to each DBE during this period and the total each DBE has been paid-to-date.
9. Earnings-to-date: Enter the total amount paid to date to all DBE subcontractors.
10. Contractor Certification: The contractor or his authorized representative must sign this form prior to submittal. Signature indicates that all information is true and correct and documented proof of all information is on file and available for City of Savannah review at any time.

GENERAL INFORMATION

The prime contractor/consultant may not change DBE firms without prior written approval of the City of Savannah Office of Business Opportunity. Approval cannot be obtained from the City's Project Manager, Contract Analyst or other City of Savannah employees. Contractors/Consultants must use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). **Any proposed changes must meet established DBE goals and conform to contract regulations and DBE Program Requirements.**

If the prime contractor/consultant in its bid/proposal included any second or lower tier subcontractor/sub-consultant/supplier towards meeting the goal, it is the sole responsibility of the prime contractor/consultant to ensure all DBE firms have been reviewed and approved by the City of Savannah and to document all subcontracting/sub-consulting and/or supplier participation dollars counted towards the goal, irrespective of tier level. Upon completion of the work, a final "DBE Participation Report" will be required and submitted with the final pay request.

As per the City's contract, the City's SBO policy, and signed participation reports: the prime contractor/consultant certifies all DBE payment information to be true and correct, to have all supporting documentation on file and to make copies of this documentation available to the City of Savannah. **Prime contractors/consultants will periodically be required to provide copies of payment documentation** for DBEs being counted toward the DBE goal (including the prime contractor/consultant, if it is a DBE and being counted toward the goal). Failure to comply with the City's request to provide the required documentation may cause the City to withhold payments due the prime contractor/consultant until compliance is attained. Payment documentation includes but is not limited to:

- signed sub-contracts with DBEs being utilized in meeting the project's DBE goals
- DBE invoices for payment related to the project
- proof of payment of DBE invoices related to the project

ATTACHMENT 1

DATE	STREET_NAM	FROM_	TO_	LENGTH_MIL
	GWINNETT	MLK BLVD	STILES	0.749664151
	LOUISVILLE	MLK BLVD	TELFAIR RD	2.16813965
	STILES	LOUYISVILLE	OGEECHEE	1.736895257
	DEAN FOREST	I-16	CITY LIMITS	4.450869526
	DEAN FOREST	CITY LIMITS	I-16	4.42405645
	JIMMY DELOACH PKWY	HWY 21 OVERPASS	CITY LIMITS	3.619953052
	JIMMY DELOACH PKWY	CITY LIMITS	HWY 21 OVERPASS	3.623300087
	LITTLE NECK	SAV LIMITS	BLOOMINGDALE LIMITS	1.768933885
	LITTLE NECK	BLOOMINGDALE LIMITS	SAV LIMITS	1.788182427
	I-16 OFF RAMP	37TH CONNECTOR OFF RAMP	37TH STREET	0.642051184
	I-16 ON RAMP	37TH STREET	I-16 W. BOUND	0.638369349
	NEW HAMPSTEAD PKWY	LITTLE NECK	DEAD-END	1.444266843
	NEW HAMPSTEAD PKWY	DEAD-END	LITTLE NECK	1.420905428
	I-16	I-516 OVERPASS	MLK	2.193517243
	I-16	MLK	I-516 OVERPASS	2.178117208
	ROBERT B MILLER RD.	GULF STREAM RD.	DEAN FOREST	1.318119401
	ROBERT B MILLER RD.	DEAN FOREST	GULF STREAM RD.	1.324593994
	CROSSROADS PKWY	AIRWAYS AVE.	JIMMY DELOACH PKWY	3.341816105
	CROSSROADS PKWY	JIMMY DELOACH PKWY	AIRWAYS AVE.	3.323292857
	TRUMAN PKWY	DERENNE AVE	1/2 MILE N OF ANDERSON	3.365791522
	TRUMAN PKWY	1/2 MILE N OF ANDERSON	DERENNE AVE	3.352744559
	LYNES PKWY (I-516) WB	MONTGOMERY ST.	GARDEN CITY LIMITS	1.175333958
	LYNES PKWY (I-516) EB	GARDEN CITY LIMITS	MONTGOMERY ST.	1.175031562
	TRUMAN PKWY	WHITE BLUFF ON RAMP	WHITE BLUFF OFF RAMP	0.697943362
	TRUMAN PKWY	ABERCORN EXT	VERNON RIVER BRIDGE	0.53702054
	TRUMAN PKWY	VERNON RIVER BRIDGE	ABERCORN EXT.	0.454195754
	GWINNETT	COLLAT	TELFAIR	0.632604336
	TRUMAN PKWY	DELESSEPS ON RAMP	DELESSEPS OFF RAMP	1.081045118
	TRUMAN PKWY	VICTORY ON RAMP	VICTORY OFF RAMP	1.158251289
	TRUMAN PKWY	ANDRESON ON RAMP	ANDERSON OFF RAMP	1.497259528
	TRUMAN PKWY	DERENNE ON RAMP	DERENNE OFF RAMP	0.684417631
			Total:	57.96668325