

**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:**

<b>Initials</b>	<b>Document</b>
	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:**

<b>Initials</b>	<b>Document</b>
	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
	Hire Savannah Agreement
	Attachments
	Certifications/Licenses
	Insurance
	Any Other Requirements as Stated in the Specs

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSPORTATION SERVICES FOR GOLDEN AGE**

**EVENT NO. 7333**

**SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for transportation services for the Golden Age program.

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 Conference Room, Georgia Coastal Center, 305 Fahm Street, 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 Detailed Specifications

- 4.2 The bidder must have on hand at time of bid, the following vehicles:

- a) The minimum of three (3) vans capable of transporting a total of 40 ambulatory passengers.
- b) Three (3) backup vehicles, whether through ownership, lease agreement, or contracted through a state agency, that can be utilized in cases of emergency when the primary vehicles cannot be used. Backup vehicles must meet all specifications as apply to primary vehicles. Proof of this information must be provided with the bid package when submitted on Attachment D in order for your bid to be considered.

- 4.3 Bidders shall submit with their bid a plan for transportation (Attachment A). Attachment A must be submitted with a bid to be considered.

- 4.4 Vehicles used for transporting participants shall be kept in a safe operating condition and licensed in accordance with state laws.

- 4.5 Each vehicle shall have a Georgia Liability Insurance card in the vehicle.

- 4.6 Vehicles shall be equipped with seat belts or other appropriate restraints. Additionally, as described below, a first aid kit and a fire extinguisher suitable for Class B fires shall be required in each vehicle.

- a) First aid kit designed to meet the needs of ten (10) passengers per vehicle.
- b) Fire extinguisher 2A-10BC or greater, pressurized, dry-chemical type extinguisher which bears the approval of underwriter's laboratories, on each vehicle. Extinguisher must be mounted in a bracket located in the driver's compartment and readily accessible to driver and passengers. A pressure gauge shall be mounted on the extinguisher so as to be easily read without moving the extinguisher from its mounted position. The operating mechanisms shall be sealed with a seal type which will not interfere with the use of the fire extinguisher.

- 4.7 The number of participants occupying, or the loading limit for any vehicle used for transporting participants, shall not exceed the manufacturer's rated seating capacity.

- 4.8 The interior and exterior of the vehicle shall be maintained in reasonable repair. Cracked windows, torn upholstery/carpeting, worn tires, and damaged metal shall not be acceptable.
- 4.9 Vehicles shall be kept uncluttered and free of hazardous objects.
- 4.10 Report of inspections shall be forwarded on a quarterly basis to the Parks and Recreation Services Department. Vehicle inspections by a certified mechanic are required every six (6) months.
- 4.11 Participants shall be seated in comfortable, safe, and adequate space at all times when the vehicle is in motion.
- 4.12 There shall be no more than two (2) people in the front seat, including the driver.
- 4.13 Drivers must have a valid driver's license for the vehicle they are operating.
- 4.14 All drivers shall have the following training:
- a) Working with the elderly
  - b) Safe/defensive driving
  - c) First aid
  - d) What to do when an accident occurs
  - e) Cardio-Pulmonary Resuscitation (CPR)
  - f) Vehicle maintenance
- Bidders shall include documentation of these trainings with a bid submission on Attachment C to be considered.
- 4.15 Transportation shall be provided by regular scheduling and routing.
- 4.16 Transporting vehicles shall be parked so that no participant will have to cross the street in order to meet it or in order to arrive at a destination.
- 4.17 The motor shall be turned off, the key removed, and the brakes set at any time the driver leaves the bus.
- 4.18 All vehicles shall be equipped with air conditioners and heaters and maintained in a workable condition.
- 4.19 No passengers are to remain in vans for more than 45 minutes from home to a center in the morning, or from a center to home in the afternoon.
- 4.20 Contractual Arrangements  
The transportation service contractor shall have sufficient personnel meeting all local health and transportation examinations required and have the necessary vehicles to deliver the participants to the designated sites within the prescribed times. Any deviation from these standards or suggested changes due to various problems of the contractor must be approved by the program coordinator assigned by the Leisure Services Bureau of the City of Savannah.
- 4.21 Qualifications: Bidders shall provide the following documentation with their bid submittal. Failure to do so may be cause for rejection of bid.
- 4.21.1 Evidence of Eligibility
- a) Statement of financial stability
  - b) Evidence of compliance with fair labor practice and equal opportunity regulations
- 4.21.2 Attachment B – Experience with similar programs to include:
- a) The operation of transportation services
  - b) Involvement with senior citizens
  - c) Management experience with similar community programs

4.21.3 Attachment C – Description of staff support available to local transportation service management such as licensed drivers and experienced dispatchers.

4.21.4 Attachment D – Evidence of Vehicle Equipment. Bidders shall provide a comprehensive list of all required equipment as detailed in section 4.2

4.22 The transportation service locations to be covered under this contract are the Moses Jackson Center, Windsor Forest Center, Eastside Center, and Mary Flournoy Center.

4.23 It is the responsibility of the bidder to be fully acquainted with all conditions to be found at the site.

4.24 The hours of service are Monday through Friday, at 9:30 a.m. and 3:00 p.m., for delivery and pickup, respectively, and should reflect all City of Savannah holidays including the following:

Labor Day	September 2, 2019
Veterans Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Day After Thanksgiving	November 29, 2019
Christmas Day	December 25, 2019
Day After Christmas	December 26, 2019
New Year's Day	January 1, 2020
ML King Day	January 20, 2020
President's Day	February 17, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020

4.25 The morning pickup shall commence in sufficient time to have all participants delivered to the Golden Age Centers no later than 9:30 A.M.

4.26 The afternoon service shall leave the Golden Age Centers no later than 3:00 p.m.

4.27 The successful bidder shall be responsible for arriving in sufficient time to have all passengers loaded and ready to depart at 3:00 p.m., no earlier than 2:15 pm.

4.28 The successful bidder shall be responsible for compliance with federal, state, and local government rules, regulations, and taxes as may affect transportation services provided under this contract.

4.29 It shall be the responsibility of the successful bidder to notify the program coordinator immediately of any delays or problems in transportation to the Golden Age Centers.

4.30 Scope of Operation

The vendor will operate under the authority of the City of Savannah. The vendor shall hold blameless the City of Savannah from any and all claims, demands, or liabilities arising out of the vendor's operations excepting only claims, demands, or liabilities arising from the negligence of the City, its agents, or employees. The services that the vendor shall be responsible for shall include, but not be limited to, the following:

- a) Furnish all vehicles
- b) Dispatch planning by experienced dispatchers
- c) Transportation procedures and services
- d) Adequate liability insurance coverage per section 4.37
- e) Maintenance and cleanliness of all vehicles
- f) Supervision, both administrative and technical
- g) Field audits to check daily records and controls
- h) Periodic visits by responsible company executives
- i) Daily and monthly reports on operations

4.31 Center Locations

- a) Mary Flournoy Center - 1001 West 39th Street
- b) Eastside Center - 409 Goebel Avenue
- c) Moses Jackson Center - 1410 Richard Street
- d) Windsor Forest Center - 414 Briarcliff Circle

4.32 Accountability

Upon delivery of participants at the service site, the company representative shall present for signature to a Golden Age Center representative a receipt/route sheet for transportation. Such receipt/route sheet shall include the following information:

- a) Date of delivery
- b) Site number code of the transportation service site
- c) Name of transportation service site
- d) Number delivered (by name)
- e) Signature of authorized person receiving delivery
- f) Time of delivery
- g) Comments

4.33 All records of the vendor bearing upon transportation service delivered under this contract, including the records on receipt, shall be made available to the City. Upon request the City, shall have access to all such records for audit or review at the vendor's local and/or principal offices during ordinary business hours. The vendor shall maintain all of these records for a period of three (3) years from the end of the federal fiscal year to which they pertain.

4.34 Increases and decreases may be made in the number of participants requiring transportation by the City daily within a period of prior written notice mutually agreed upon.

4.35 The vendor shall be liable for service that does not meet the stated requirements herein.

4.36 The vendor charges shall reflect the fair market value of all similar programs provided throughout the City of Savannah.

4.37 Insurance Requirements

4.37.1 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.

#### 4.37.2 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.

#### 4.37.3 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.

#### 4.37.4 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.

#### 4.37.5 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.

#### 4.38 Facilities and Equipment

Facilities and equipment may be inspected by officials of the City prior to award of this contract.

- 4.39 Contractor's Resident Personnel  
All management personnel shall be thoroughly trained and experienced to the satisfaction of the City.
- 4.40 Personnel relations of employees on the bidder's payroll shall be the bidder's responsibility. The bidder shall comply with all applicable government regulations related to the employment and payment of personnel.
- 4.41 The bidder shall require all of its employees assigned to duty in the City to submit to health examinations and drug tests before being hired, and as frequently and as stringently as required by law; and to submit satisfactory evidence of compliance with all safety regulations to the City of Savannah (see Exhibit 1) and State of Georgia. Bidder's facilities shall be subject to inspection by the Department of Transportation.
- 4.42 The bidder's employees must submit to background checks to include national criminal, credit, and sex offender databases. All employees shall be held to the City of Savannah background check standards as outlined in Exhibit 1 – City Background Standards.
- 4.43 The contractor must provide drug test results and background screening documents upon the request of the City.
- 4.44 The contractor shall be responsible for any costs associated with employee drug testing and background checks. Any costs associated with drug testing, health screenings, and background checks shall not be billable to the City of Savannah.
- 4.45 The work involved in this contract shall be accomplished by personnel regularly employed by the contractor.
- 4.46 The bidder shall provide work opportunities in keeping with the wage scales in effect for workers in other similar jobs.
- 4.47 Service Specifications  
Service specifications for various categories are listed below. The bidder may list alternate service specifications for any programs he would like to include over and above these specifications. The center will give the transportation service a pickup sheet a day in advance (not later than 2:00 p.m.) detailing which participants to pick up the next day.
- 4.47.1 The driver shall wait for a reasonable amount of time (i.e., five minutes) after signaling (i.e., honking) in front of a participant's house, keeping in mind the physical capabilities of the elderly participants.
- 4.47.2 The driver shall get out of the vehicle to open the door of the vehicle to permit entry into the vehicle and the driver will close the vehicle door securely when the participant has been comfortably seated.
- 4.47.3 The driver shall be instructed to help the participants onto and off of the bus, and to the participant's front door when deemed necessary for the sake of the participant.
- 4.47.4 The vehicles shall be equipped with a system to maintain constant communication with the dispatcher to monitor the position and destination. The drivers are requested to explain why participants marked on the list are not picked up.
- 4.47.5 All participants are to arrive at the centers by 9:30 a.m. and depart by 3:00 p.m. each day. Written notice of unexcused late arrivals or departures of participants will be made to the contractor. After written notice has been given on two (2) unexcused late arrivals or departures within one (1) monthly billing cycle, the City may be caused to evoke a penalty on the vendor (see Section 4.48). Excusable late arrivals and departures or uncontrollable emergencies include: mechanical breakdowns, weather conditions, health emergencies, and traffic accidents.



4.47.6 The vendor may refuse transportation to any program participant who uses profane language, threats, obscenities, disrespectful language or gestures, or engages in fighting with the vehicle driver or other participants.

#### 4.48 Penalty Clauses

4.48.1 Morning delivery: Once proper notice has been given, relating to two (2) unexcused absences, a penalty of 25% per participant may be deducted from the normal fee charged for the trip if the client(s) arrives at the center after 10:00 a.m.

4.48.2 Afternoon delivery: Once proper notice has been given, relating to two (2) unexcused absences, a penalty of 25% per participant may be deducted from the normal fee charged for the trip if the client(s) departs the center after 3:30 p.m.

4.49 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to four (4) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2017. 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 must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other submittals as stated

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](http://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 #7333

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  
305 Fahm Street  
Savannah, Georgia 31401  
ATTN: Purchasing Director

EVENT NUMBER: 7333  
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.**

**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: \_\_\_\_\_)**

**INDICATE OWNERSHIP STATUS OF BIDDER  
(CHECK ONE):  
\_\_\_\_\_ NON-MINORITY OWNED \_\_\_\_\_ ASIAN AMERICAN  
\_\_\_\_\_ AFRICAN AMERICAN \_\_\_\_\_ AMERICAN INDIAN  
\_\_\_\_\_ HISPANIC \_\_\_\_\_ OTHER MINORITY (describe) \_\_\_\_\_  
\_\_\_\_\_ WOMAN (non-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	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
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ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Transportation Services for Golden Age Programs	9,500 Round Trips		

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 \$  
=====

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

HAVE YOU SUBMITTED ATTACHMENT A? \_\_\_\_\_

HAVE YOU SUBMITTED THE REQUIRED DOCUMENTATION PER SECTION 4.21.1? \_\_\_\_\_

HAVE YOU SUBMITTED ATTACHMENT B? \_\_\_\_\_

HAVE YOU SUBMITTED ATTACHMENT C? \_\_\_\_\_

HAVE YOU SUBMITTED ATTACHMENT D? \_\_\_\_\_

**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. \_\_\_\_\_

Project Title: \_\_\_\_\_

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

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

MBE Participation Value: \_\_\_\_\_ % WBE Participation Value: \_\_\_\_\_ % M/WBE Participation Value: \_\_\_\_\_ %

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

**Joint Venture Disclosure**

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## Developing a Strong M/WBE Participation Plan

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

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

ATTACHMENT A – TRANSPORTATION PLAN

This attachment is required per section 4.3.

1. The number of vehicles earmarked for this specific contract, showing the year, make, and model of each vehicle to be used.

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2. The condition of each vehicle and the stated load capacity of each vehicle.

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3. The Vehicle Identification Numbers (VIN) of each vehicle.

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4. The name and address of the vehicle insurance company and the agent in charge.

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5. The procedure used to schedule and route transportation and the steps and people involved in getting transportation provided.

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6. Other information.

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**ATTACHMENT B**



## SIMILAR PROGRAMS

In the space below, list five (5) current commercial references, similar in size, preferably dating back five (5) years. Responses must be submitted with this attachment, per Section 4.21.2 in order for bids to be considered.

1. Name of Company/Municipality: \_\_\_\_\_  
Types of service provided: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates service provided: \_\_\_\_\_
  
2. Name of Company/Municipality: \_\_\_\_\_  
Types of service provided: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates service provided: \_\_\_\_\_
  
3. Name of Company/Municipality: \_\_\_\_\_  
Types of service provided: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates service provided: \_\_\_\_\_
  
4. Name of Company/Municipality: \_\_\_\_\_  
Types of service provided: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates service provided: \_\_\_\_\_
  
5. Name of Company/Municipality: \_\_\_\_\_  
Types of service provided: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates service provided: \_\_\_\_\_

In the space below, list all relevant staff and personnel. This attachment is required per section 4.21.3.

1. Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Years with company: \_\_\_\_\_  
Trainings completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Years with company: \_\_\_\_\_  
Trainings completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Years with company: \_\_\_\_\_  
Trainings completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Years with company: \_\_\_\_\_  
Trainings completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Years with company: \_\_\_\_\_  
Trainings completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Years with company: \_\_\_\_\_  
Trainings completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use addition sheets if necessary – This must be included in your bid in order for your bid to be considered.

1.     Make:  
       Model:  
       Age:  
       Quantities:  
       \_\_\_ Owned \_\_\_ Leased \_\_\_ Contingent Lease
  
2.     Make:  
       Model:  
       Age:  
       Quantities:  
       \_\_\_ Owned \_\_\_ Leased \_\_\_ Contingent Lease
  
3.     Make:  
       Model:  
       Age:  
       Quantities:  
       \_\_\_ Owned \_\_\_ Leased \_\_\_ Contingent Lease
  
4.     Make:  
       Model:  
       Age:  
       Quantities:  
       \_\_\_ Owned \_\_\_ Leased \_\_\_ Contingent Lease
  
5.     Make:  
       Model:  
       Age:  
       Quantities:  
       \_\_\_ Owned \_\_\_ Leased \_\_\_ Contingent Lease
  
6.     Make:  
       Model:  
       Age:  
       Quantities:  
       \_\_\_ Owned \_\_\_ Leased \_\_\_ Contingent Lease

**EXHIBIT 1**  
**CITY OF SAVANNAH**  
**HUMAN RESOURCES DEPARTMENT**  
**STANDARDS FOR BACKGROUND CHECKS**

The City of Savannah is interested in recruiting and retaining a fully qualified and credible work force. It is the duty of the City of Savannah to use reasonable care to select employees competent and fit for the work assigned to them and to refrain from retaining the services of an unfit employee. The following background procedures set forth the standards and process to review the background of applicants prior to City employment. These procedures will be modified from time to time in keeping with sound personnel practice and compliance with local, state and federal laws.

**The Process**

After an applicant has been interviewed and tentatively selected by the appointing authority, the appointing authority notifies the Human Resources Department and the Human Resources Department conducts a background check on the tentative selection. Human Resources obtains work references from former employers; if the position requires a college degree, specialized certifications, etc., obtains and verifies copies of these documents; checks criminal conviction records; checks motor vehicle records of applicants for positions which require driving; checks credit records of applicants in applicable positions; requests drug and alcohol test results from previous employers for employees applying for CDL driving positions; and contacts the tentative selection and schedules the individual for a pre-employment drug screen. The Authorization to Release Information form is part of the City's application.

**Motor Vehicle Reports**

The Human Resources Department in conjunction with the Risk Management Administrator develops and administers the motor vehicle requirements for those positions requiring driving as a major component of their duties. Job class specifications determine positions which require a driver's license and the type of license required to perform the essential functions of the position. The Human Resources Department obtains a motor vehicle report from the Department of Motor Vehicles for those applicants required to maintain a driver's license. Current standards for disqualification are as follows.

**A. General Applicants**

The driving record is reviewed by the Human Resources Department for conformance with the following guidelines. Individuals being considered for positions which require operating a vehicle as an essential function of the job must not have had:

- A conviction (includes Judgment before Probation and Nolo Contendere) of DUI or DWI within the last three (3) years.
- Three or more moving violations in the past two (2) years and six (6) or more in the past seven (7) years.
- A vehicular homicide or hit and run conviction.
- Suspension of driver's license within the last three (3) years for moving violations.

All circumstances surrounding a pending case will be considered before making a final hiring decision.

#### B. Commercial Drivers' License (CDL) Drivers

In addition to meeting the requirements for general applicants, the City must also obtain specific background information from former employers of applicants for CDL driver positions. The Federal Highway Administration (FHWA) requires employers to obtain the following information on applicants being considered for positions which require a CDL:

- Positive controlled substances test results for the two (2) years preceding the date of inquiry.
- Alcohol test results of 0.04 or greater for the two (2) years preceding the date of inquiry.
- Refusals to be tested for the two (2) years preceding the date of inquiry.

The Human Resources Department obtains this information after applicants have been tentatively selected for positions that require a CDL. In the event the City learns that within the previous two (2) years an alcohol or controlled substance test administered under any of the DOT testing rules resulted in the applicant being prohibited from driving, Human Resources will obtain proof that the applicant was evaluated by a Substance Abuse Professional (SAP) and submitted to a required return-to-duty test. The applicant and/or former employer must provide this verification. The negative pre-employment DOT drug test conducted by the City will also serve as a verifiable return-to-duty test under such circumstances. If proof is unavailable regarding former evaluation by an SAP, the City's EAP Coordinator will evaluate the applicant in this capacity.

#### **Criminal Conviction Records**

State criminal conviction records will be checked on applicants who have resided within the State of Georgia during the past 10 years; nationwide criminal conviction records will be checked on applicants who have resided outside of the State of Georgia within the past 10 years or within the state of residence on applicants who have resided outside of the State of Georgia within the past 10 years.

#### A. General Applicants

Past convictions will be considered if they are substantially related to circumstances of the particular position. When considering the application for a particular position from an individual with a criminal record, and in making the decision to appoint such individual, the Human Resources Director in coordination with the Appointing Authority will consider the following:

- The kind of position for which the individual has applied.
- The circumstances surrounding the conviction.
- Whether such an appointment could be detrimental to the public's interest and welfare.
- Whether the criminal record of the individual, because of public criticism, would make it difficult for the person to effectively perform the job.
- Whether the individual may be employed in a position that offers inducement to repeat previous offenses.
- Whether information about the offense was provided in full in a timely and truthful manner by the applicant.
- The absence or presence of rehabilitation or efforts toward rehabilitation.

- The pattern or lack of pattern of offenses.

All circumstances surrounding a pending case will be considered before making a final hiring decision.

Applicants will be disqualified based on:

- Untruthfulness or the omission of information throughout the application process
- Anything other than an Honorable Discharge from Armed Forces
- Membership or association with any hate or terrorist group
- Unsatisfactory work history within the past three (3) years
- Unsatisfactory information derived from extensive background investigation
- Possession or sale of a controlled substance
- Marijuana use within the past two (2) years
- Use of a controlled substance to include marijuana; however, any use of a controlled substance, including marijuana, which is deemed to be experimental will be reviewed on a case by case basis

### **Credit Records**

Credit background will be checked on all applicants (internal and external) applying for positions with cash handling responsibilities, cash posting responsibilities, supervision over cash operations or fiduciary functions. The credit check process as defined below is in compliance with the Fair Credit Reporting Act (FCRA).

1. The tentative selection authorized the City to check their credit report when they completed the “Authorization to Release Information” form as part of their application.
2. The credit record is run through the Consumer Reporting Agency (CRA), by the background screening contractor.
3. The record is reviewed by Human Resources. If no credit problem is indicated, the applicant is cleared. If any of the following are indicated within the past 7 years, the record is reviewed with the appointing authority.
  - Bankruptcy
  - Pattern of late payments (post 30-days)
  - Debt load significantly out-of-line with income

Human Resources and the appointing authority will make a determination of credit clearance based on the totality of the record, the position for which the applicant has applied, and potential City risk exposure.

4. If the decision is to disqualify the applicant due to (in total or in part) the credit report, Human Resources will send the applicant a letter disclosing the decision (FCRA required *Pre-Adverse Action Disclosure*). Applicants will be given five (5) days to advise the City of any corrections requested of the CRA. Applicants will also be allowed to offer the City explanation of extenuating circumstances (e.g., divorce proceedings) impacting their credit history within the five (5) days.

5. If the final decision is to not employ the applicant, and after the final applicant is selected and cleared, the disqualified applicant will be sent a letter disclosing this final decision (FCRA required *Post-Adverse Action Disclosure*) with the name and address of the CRA supplying the information, a

statement the CRA did not make the employment decision, and a notice of the applicant's right to dispute the accuracy of the information with the CRA.

### **Supervised Drug Screen**

The following procedures are applicable to tentative selections:

1. All external applicants for employment who have been tentatively selected for a position must submit to a urine drug screen before final selection. All employees promoted, demoted, or transferred to a CDL position from a non-CDL position must submit to a urine drug screen before final selection.
2. A positive drug test invalidates the City's offer to the individual seeking the position.
3. Should the original test result in a positive finding, the same sample may be tested again. If the original and/or second test proves positive, the applicant will not be allowed to participate in the selection process for one year from the date of the drug test.
4. Refusal by an applicant to be tested will result in disqualification from the selection process.
5. If the physician or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will be disqualified from the selection process.

Management of the drug testing, choice of a NIDA (National Institute of Drug Abuse) certified laboratory site and filing of lab reports will be handled by the Human Resources Department.

### **Employment References**

Employment references are obtained and documented on tentative selections for employment by the Human Resources Department and/or the Appointing Authority. A previous employer may be asked about the job functions and tasks performed by the applicant, the quality and quantity of work performed, how job functions were performed, attendance record, and other job-related issues. When considering the application for a particular position from an individual with less than satisfactory work record, and in making the decision to appoint such individual, the Human Resources Director and the Appointing Authority will determine:

- The period of accountability-how recently did the applicant hold the position for which an unfavorable work reference was supplied?
- Frequency within the time period - how often was the same undesirable work behavior exhibited during the time period
- Quantity of offenses - how often was undesirable work behavior in general exhibited during the entire course of the applicant's work history?
- Whether the individual may be employed in a position that offers inducement to repeat previous undesirable work behaviors.
- The circumstances surrounding the demonstration of undesirable work behaviors.
- Whether information about the undesirable work behavior was provided in full in a timely and truthful manner by the applicant.
- Whether the employment reference information can be substantiated and independently verified.

### **Post-Offer/Pre-Employment Medical Screen**

Once a candidate for employment has cleared the background check, Human Resources make a conditional offer of employment and schedule the individual for a post-offer, pre-employment medical screen. For positions requiring a CDL, a DOT medical screen is required if the candidate's CDL was issued more than

three (3) years prior to selection. After the selection has cleared the pre-employment medical screen, Human Resources notify the appointing authority, which makes a final offer of employment to the individual.

**Records**

Pre-employment background information on applicants **hired** by the City of Savannah is maintained in the employee's official personnel file in a secured location in the Human Resources Department (excluding medical/drug screen information). After termination, these files are retained for seven (7) years in the Human Resources Department and/or the records retention area maintained by the Research Library.

Pre-employment background information on applicants **not hired** by the City of Savannah is retained in the applicants' files in the Human Resources Department and/or the records retention area maintained by the Research Library for two (2) years.

Medical and drug screen information obtained on an employee during the application process is maintained separate from the employee's personnel file in accordance with the Americans with Disabilities Act (ADA). These records are maintained in a secured location in the Human Resources Department for five (5) years after termination.

**EXCEPTION SHEET**

Event # 7333

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

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Title

**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

City of Savannah Purchasing Department  
305 Fahm Street  
Savannah, Georgia 31401  
ATTN: Purchasing Director

**EVENT NUMBER:**  
**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	ITEM DESCRIPTION			

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/INSTALLATION AFTER RECEIPT OF ORDER:**  
\_\_\_\_\_ DAYS

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

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

**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 **XX% 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](http://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](http://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](http://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.

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Signature

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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.***



## HIRE SAVANNAH AGREEMENT

<b>Event #:</b>		<b>Event Name:</b>	Bacon Park Golf Course Cart Barn Repairs
<b>Bidder/Proposer Name:</b>			

The City of Savannah Mayor and Aldermen have established a priority to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this goal, the City has established the Hire Savannah Policy and Program which shall be included in all eligible bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.

Contractors responding to this solicitation are required, as an issue of responsibility, to indicate that it agrees, if awarded a Covered Contract, to be bound to contractual obligations requiring it to use good faith efforts to meet the Hire Savannah Program requirements. If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.

A "Covered Contract" is a City-awarded contract that: (a) is not subject to state or federal requirements that prohibit or pre-empt the application of this Program to the contract; and (b) pays the Contractor \$100,000 or more for covered services or \$250,000 or more for construction-related services. "Construction-related Services" means services purchased by the City that involve construction, demolition, alteration and/or repair of city buildings, city public works or other city facilities.

Covered Services include the following services purchased by the City: food preparation or distribution; security services; routine maintenance services, such as janitorial, cleaning, refuse removal, recycling collections, and other similar services for normal upkeep of facilities; repair or refinishing services for furniture, fixtures, vehicles, machinery, or equipment, including preventative maintenance replacement of parts, and other activities needed to preserve the asset; clerical or other nonsupervisory office work, whether by temporary or permanent personnel; printing and reproduction services; and landscaping, lawn, or agricultural services. Covered Services does not include professional services, which are those technical services provided by an individual licensed Georgia professional or a registered professional consultant, including but not limited to lawyers, architects, engineers, and other design consultants.

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The City of Savannah Hire Savannah Policy is posted on the City of Savannah website. By signing below, the Bidder/Proposer affirms that it has read, understands and agrees to be bound by the terms and conditions of the Hire Savannah Policy.

**The undersigned hereby agrees to the terms and conditions set forth in this agreement.**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Official/Representative: \_\_\_\_\_

Position Title: \_\_\_\_\_

Authorizing 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](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.