



June 8, 2015

**Request for Proposals for
Security Services for City Hall, Gamble Building, Broughton Municipal Building,
and Mobility and Parking Services
Event #3327**

2.0 Broad Description of the Event: The purpose of this event is to receive proposals from qualified contractors for services for City Hall, the Gamble Building, the Broughton Municipal Services Building, and for Mobility and Parking Services locations. Electronic submissions will not be accepted for this proposal.

2.1 General Requirements

2.1.1 Time Clock: The contractor must provide an account of each officer's time worked at each location which will be provided in a monthly invoice so that the City can verify the hours worked. Also, the City would like documentation that the roaming is being performed as required. Describe your company's confirmation system to verify that patrol rounds are being performed. Contractor shall provide a report of times for stationary as well as roving guards with monthly invoice.

2.1.2 Special Duty: The City may require guards for special functions at various times. Contractor shall propose a rate for weekend and evening hours in the space provided.

2.1.3 Wages and Benefits: The City desires a well-qualified security staff. Contractor shall detail minimum proposed wage rates for guards and list the benefits provided by the company.

2.1.4 City Systems: Contractor shall be required to provide training on the following systems specific to the City of Savannah:

- a) Access Control - Locks, alarms
- b) Electronic Access Control – Employee badges/ID cards for access control restrictions

- c) Door and window security
- d) CCTV coverage of sensitive areas such as entrances/exits, IT data center, financial areas, loading docks, shipping/receiving areas, mail handling areas.
- e) Alarm system
- f) Alarm response procedures
- g) Exterior lighting
- h) Interior emergency lighting
- i) Visitor controls
- j) Customer service

2.1.5 Contractor shall provide at a minimum the following general training to all personnel providing services to the City of Savannah:

- a) Public Relations – Dealing with difficult people, handling violent customers, etc.
- b) Search/seizure procedures
- c) Bomb threat procedures
- d) Report writing
- e) Radio protocol
- f) Emergency Management procedures

2.1.6 Other required certifications, training and requirements are as follows:

- a) X-Ray and magnetometer operations
- b) First aid training (including use of defibrillator)
- c) Restraint/take-down techniques
- d) Suspicious package procedures
- e) Dealing with workplace violence
- f) Notification procedures
- g) Firearms – Certifications and gun permits
- h) Disaster procedures
- i) Professional uniforms and equipment.
- k) Permit (see Attachment 2)
- l) Background investigations
- m) Drug and alcohol testing

2.1.7 Appearance

- a) Employees are required to wear their complete uniform every day that is issued by the company.
- b) Uniforms must be wrinkle free and clean.
- c) Uniform shirts must be tucked in pants at all times.
- d) Pants must be worn on the hips.

- e) Shoes and socks must be black and be clean with no holes.
- f) Employee's uniforms must fit properly and not be too big or too small.
- g) Black belt must be worn with uniform at all times.
- h) Cell phone usage other than that which is required for work related matters is prohibited while on duty.

2.1.8 Communication Devices: Contractor shall furnish any and all communication devices necessary for the performance of the contract.

*Cell phone communication is not available for use inside the Whitaker Street Garage.

2.1.9 Qualification of Proposers: Qualified security firms shall have demonstrated experience in commercial security and with security in governmental facilities.

2.1.10 All security personnel must meet the Title 43-Professions and Businesses; Chapter 38-Operators of Private Detective Businesses and Private Security Businesses. (Rules of Georgia Board of Private Detective and Security Agencies; Chapter 509). (See Attachment 2).

2.2 City Hall, the Gamble Building, and the Broughton Municipal Building – The hours that security personnel is needed for the three buildings will normally be 7:00 a.m. to 8:00 p.m. on weekdays for the supervisor and 7:00 am – 6:00 p.m. for the armed guards. The supervisor shall also provide a roaming patrol for City Hall, the Gamble Building, and the Broughton Municipal Building. The supervisor will oversee the services for all three buildings and insure that security coverage is provided at all times and will insure that the buildings are secure and all non-City personnel are out of the buildings at the end of the day.

2.2.1 City Hall

- a) City Hall is a historic building which houses the Mayor and City Manager and various departments. This building is six stories with a front and rear entrance.
- b) The City currently uses magnetometer and X-ray equipment in the first floor lobby of City Hall. The security contractor will be required to screen all personnel entering the building. The intention will be to have two (2) security guards posted in the Lobby to check citizens through a magnetometer or like equipment and X-ray machine. The X-ray machine will also be used for checking packages. A roaming patrol will occur through the building throughout the day. An X-ray machine may also be utilized in the mail room located on the sub-basement level to check packages and mail.

c) City Hall will require three armed guards and one supervisor.

2.2.2 Gamble Building: The Gamble Building, located next to City Hall is also open to the public. The City will require one armed guard and oversight by the contractor's supervisor.

2.2.3 Broughton Municipal Building: The Broughton Municipal Building (BMB) is open to the public and houses the Revenue Department with several cashiers located on the first floor for Utility and Tax payment services. BMB also houses other City Departments and has a total of seven floors with two entrances. The City will require two armed security guards and the supervisor

2.3 Mobility and Parking Services Locations: Mobility and Parking Services is responsible for the management of The Ellis Square Visitor Center, 5 parking garages and 1 parking lot in the Historic District. The Visitor Center assists visitors with information regarding the City. The garages and parking lot has a booth for the attendant who accepts payments for parking fees. Security will be required to monitor and keep these areas secure. The City will require unarmed guards and oversight by the contractor's supervisor as noted below.

2.3.1 Locations and Operating Hours

- | | | |
|----|------------------------------|---|
| a) | Bryan Street Garage - | 100 E. Bryan Street
Main office location with cashiers and other office staff located on the first floor.
Open 24 hours / 7 days a week |
| b) | Liberty Street Garage | 401 W. Liberty Street
Cashier located in the booth
Open Monday-Friday, 5:00am to 9:00pm
Closed Saturday and Sunday (except for Special Events) |
| c) | Robinson Garage | 132 Montgomery Street
Cashier located in booth
Open Sunday-Wednesday, 5:00am to 1:00am; Thursday thru Saturday, Open 24 hours |
| d) | State Street Garage | 100 E. State Street
Cashier located in booth
Open Sunday-Friday, 5:00am to 1:00am
Saturday, Open 24 hours |

- e) **Visitors Center Lot** Cashier located in stand-a-lone booth
Monday thru Saturday, 9:00am to 6:30pm

- f) **Whitaker Street Garage** 7 Whitaker Street
Cashier located in booth
Open 24 hours / 7 days a week

2.3.2 Picking up Daily Work and Deposits

Security officers will be required to pick up deposits and daily work from multiple garage locations on an as needed basis. Security will also be required to provide their own transportation while conducting rounds and collecting deposits.

2.3.4 Vehicle Logbook

Security will maintain a vehicle logbook at State Street, Liberty Street and Robinson Garage of all vehicles remaining the garages at closing..

2.3.5 Space Counts

At the beginning of each shift, Security needs to conduct a space count and forward the information to the Parking Attendant.

2.3.6 Security Rounds

- a) Security rounds should be done on a continuous rotating schedule, unless there is a special event. For special events, rounds should be rotated every 30 minutes. Security will also be required to direct traffic as needed.

- b) Security rounds consist of the following:
 - Walking all of the stairwells
 - Riding the elevators in the garage
 - Walking around the garage and checking all doors to make sure that they are secure
 - Ensure all access doors to maintenance rooms inside the garage are secure. Security will continue rounds inside/outside of the facility to ensure the facilities are secure.
 - When letting a vehicle out of a closed facility, security will write the customer a citation for the amount owed for parking.

2.3.7 Writing Citations – Security will write citations in the garage / facility when vehicles are parked illegally.

2.3.8 Ellis Square

a) Hours of Operation: Sunday – Saturday

January	10:00am to 6:00pm
February	10:00am to 8:00pm
March – July	10:00am to 10:00pm
August – November	10:00am to 9:00pm
December	10:00am to 6:00pm

b) Duties

- Security is required to monitor and lock all bathrooms when the hospitality center is closed. All valves and equipment must be turned off once the facility has been closed.
- Security is required to make rounds throughout the square every 30 minutes and/or as needed.

2.3.9 Incidents – Security is required to fill out an incident report if an incident occurs in the garages.

2.4 Insurance – Contractor shall maintain with insurance underwriters satisfactory to the City of Savannah a standard form policy or policies of insurance in the following amounts:

Insurance and Certificate of Insurance Requirements

(1) Commercial General Liability

(a) Minimum Limits:		
General Aggregate:	\$2,000,000	
Products Completed Operations Aggregate:	\$2,000,000	
Each Occurrence Limit:	\$1,000,000	
Personal Injury Limit:	\$1,000,000	
Damage To Premises Rented To You	\$1,000,000	Any One Event
Medical Expenses	\$ 5,000	Any One Person

(b) Required Endorsements and Certificate of Insurance:

- (i) This policy provides a Waiver of Subrogation endorsement in

favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

- (ii) No exclusions for Products / Completed Operations for either ongoing and / or completed projects / operations
- (iii) Coverage is for no less than the Period of Repose for the state of Georgia
- (iv) No exclusions / limitations for subcontractors
- (v) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.

(2) Commercial Auto:

(a) Limits: \$1,000,000 Combined Single Limit (Minimum)

(b) Required Endorsements and Certificate of Insurance:

- (i) This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.
- (ii) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

(3) Workers Compensation & Employers Liability (includes coverage all employees, volunteers and others under your direction and supervision)

(a) Limits:

Part A: Workers Compensation: Statutory

Part B: Bodily Injury By Accident: \$500,000 Each Accident

Bodily Injury By Disease: \$500,000 Policy Limit

Bodily Injury By Disease: \$500,000 Each Employee

(b) Required Endorsements and Certificate of Insurance:

- (i) This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
 - (ii) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
- (4) Commercial Umbrella:
 - (a) Limits: \$5,000,000 Per Occurrence & Aggregate (Minimum)
 - (b) Required Endorsements and Certificate of Insurance:
 - (i) This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
 - (ii) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
 - (iii) This umbrella covers over Commercial General Liability, Commercial Auto and Employers Liability (Part B of Workers Compensation).
- (5) Professional Liability:
 - (a) Occurrence Limit: \$1,000,000 per Occurrence
 - (i) Required Endorsements and Certificate of Insurance:
This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
 - (ii) This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
- (6) Claims Made policies must have an extended reporting period from when the project ends - At least to the period of repose for the State of Georgia.
- (7) Requirements All Coverages

- (8) Notice of Cancellation: No Less than 30 Days notice provided to certificate holder
- (9) All insurance carriers in the policy are required to have an AM Best Rating of A-, IX or better. These must be shown on the Certificate of Insurance / Evidence of Property.
- (10) The City of Savannah is not responsible for any of the property used by or owned by any contractor, subcontractor, architect, engineer, etc.
- (11) All deductibles in all the coverages are the responsibility of Named Insured on that policy. The City of Savannah is not responsible for the payment of any deductibles.
- (12) It is understood that the specified amounts of insurance in no way limit the liability of the contractor, and that contractor shall carry insurance in such amounts so as to indemnify and save harmless the City of Savannah, its members and staff, from all claims and suits, demands, and actions. Contractor shall furnish a certificate from the insurance carrier or carriers showing such insurance full force contract.

The contractor shall secure and maintain during the term of this contract, Workmen's Compensation for all of their employees connected with the work on this bid. Such insurance shall comply with the Georgia Workmen's Compensation Law.

Proof of coverage must be provided within ten (10) days of the City's request.

A minimum of thirty (30) days prior to cancellation notice shall be given to the City of Savannah, in writing, prior to cancellation by insurance carrier.

The City reserves the right to require the vendor to discontinue the use of any person at locations covered by this contract when the City feels the person is incompetent, unqualified, or guilty of improper conduct.

2.5 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Detailed description of capabilities as requested including wages and benefits and training for employees.
- c) Statement of Qualifications contained in this RFP.
- d) Fee Proposals per instructions in Section III signed by responsible party. **Fees shall be submitted in a separate envelope.**

- e) References from contracts of a similar scope
- f) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement

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

- a) Proposer's qualifications and experience (*40 points*)
- b) Wages, benefits and training (*20 points*)
- c) Fees (*25 points*)
- d) References (*10 points*)
- e) Local vendor participation (*5 points*)
(Within the City Limits of Savannah and has a City of Savannah Business License)

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

2.8 Minority/Woman Business Enterprise Goals: The City of Savannah has not established an M/WBE goal for this project.

2.9 Copies: An original and **five** (5) copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.10 Acknowledgement of Addenda: Proposers are responsible for determining and acknowledging any addenda issued in connection with this event. Addenda must be acknowledged in the proposal's cover letter per section 2.5.

2.11 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. Questions regarding this request for proposal should be directed to:

Brittany R. Gashi
Buyer, City of Savannah
(912) 651-6428
email: bgashi@savannahga.gov

SECTION III

FEE PROPOSAL

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Event #3327 and include the name of the proposer and the name of the project. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications. Electronic submissions will not be accepted.

Location	Monthly Cost	Annual Cost
1 Armed Supervisor to patrol the three (3) buildings to supervise Security Guards on duty (City Hall, Gamble Building, Broughton Municipal Building)		
City Hall: 3 Armed Guards		
Gamble Building: 1 Armed Guard		
Broughton Municipal Building: 2 Armed Guards		
1 Unarmed Supervisor to patrol the garages to supervise Security Guards on duty		
Ellis Square: 7 days per week: 10am – 4pm: 1 Unarmed Guard		
Saturday and Sunday 6am – 6pm: 1 Unarmed Guard each day; This guard will need to monitor all City garages (Bryan, State, Liberty, Robinson, Whitaker and the Visitors Center Lot)		

Saturday 6pm – 6am: 3 Unarmed Guards total - 1 Guard - Whitaker St 2 Guards - Roving to remaining garages and Visitors Center Lot		
Sunday - 6pm – 6am: 2 Unarmed Guards total - 1 Guard - Whitaker Garage 1 Guard - Roving to remaining garages and Visitors Center Lot		
Mon-Fri 6am – 2pm: 1 Unarmed Guard This guard will need to monitor all City garages (Bryan, State, Liberty, Robinson, Whitaker and the Visitors Center Lot)		
Mon-Fri 2pm-10pm: 1 Unarmed Guard This guard will need to monitor all City garages (Bryan, State, Liberty, Robinson, Whitaker and the Visitors Center Lot)		
Mon-Wed 10pm-6am: 2 Unarmed Guards These guards will need to monitor all City garages (Bryan, State, Liberty, Robinson, Whitaker and the Visitors Center Lot)		
Thurs-Fri 10pm-6am: 3 Unarmed Guards total - 1 Guard - Whitaker 2 Guards - Roving to remaining garages and Visitors Center Lot		

Total yearly proposal price \$_____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

EMAIL: _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS PROPOSAL:

ADDENDUM #(S) _____

DATE: _____

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

_____ **NON-MINORITY OWNED**

_____ **AFRICAN AMERICAN**

_____ **HISPANIC**

_____ **WOMAN (non-minority)**

_____ **ASIAN AMERICAN**

_____ **AMERICAN INDIAN**

_____ **OTHER MINORITY**

Describe _____

NON-DISCRIMINATION STATEMENT

The proposer 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.

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 sub contracts, 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 1
CONSULTANT STATEMENT OF QUALIFICATIONS**

Contact Information

Provide information for a Principal Owner or Corporate Officer representing the contractor that can be contacted for additional information:

Name of Firm: _____

Physical Address: _____

Name of Contact: _____

Title: _____

Phone # _____ Fax # _____

E-mail Address _____

A. General Information

Year Firm Established: _____ Type of Ownership: _____

M/WBE Status: _____

Number of personnel performing the work to provide services for the contract:

Total number in organization: _____

If your firm were selected for the proposed contract, would your firm's services be immediately available? If not, indicate length of delay:

Yes: _____ No: _____

Could your firm provide continuous and uninterrupted services until the contract is completed?

Yes: _____ No: _____

Has your firm ever been involved in litigation with an owner, contractor, etc? If so, indicate the case(s), the reason for, and the results of, the litigation:

Has your firm changed names within the past ten (10) years? _____

If yes, respond to the litigation question above for the firm under any previous name(s).

Please attach a copy of the current applicable certification.

B. Proposed Supervisor

Insert information you would like about the proposed supervisor, if applicable.

C. Resumes of Key Personnel

D. Related Experience

Related Experience – Select previous or current contracts that demonstrate the firm’s capability to perform work similar to the proposed contract. Experience must be located in the United States of America. Present a minimum of five (5) contract.

PART 6
Licensing and Regulation

CHAPTER 1
Businesses and Occupations

ARTICLE DD
Private Detectives, Security Services, and Alarm System Installation

- ' 6-2501 Definitions.
- ' 6-2502 Permits required.
- ' 6-2503 Application; issuance of permit.
- ' 6-2504 Uniform; vehicles.
- ' 6-2505 Suspension or revocation.
- ' 6-2506 6-251 Reserved.

Section 6-2501. Definitions.

For the purposes of this article, the terms herein shall be defined as follows:

- (a) *Private detective business* shall mean the business of obtaining or furnishing, or accepting employment to obtain or to furnish, information with reference to:
 - (1) Crimes or wrongs done or threatened against the United States of America or any state or territory thereof;
 - (2) The background, identity, habits, conduct, business, employment, occupation, assets, honesty, integrity, credibility, knowledge, trustworthiness, efficiency, loyalty, activity, movement, whereabouts, affiliations, associations, transactions, acts, reputation, or character of any person;
 - (3) The location, disposition, or recovery of lost or stolen property;
 - (4) The cause or responsibility for fires, libels, accidents, damage, or injury to persons or property;
 - (5) The securing of evidence in the course of the private detective business to be used before any court, board, officer, or investigating committee; or
 - (6) The protection of individuals from serious bodily harm or death.
- (b) *Private security business* shall mean engaging in the business of, or accepting employment to provide private patrol service, watchman service, or guard service for consideration on a private contractual basis and not as an employee.
- (c) *Alarm system installation business* shall mean any individual or entity which installs or services alarm systems.

Section 6-2502. Permit Required.

- (a) No private detective, private security agency, or alarm system installer may operate within the City limits without a permit. Permits issued pursuant to this article shall be valid from the date of issuance through December 31 of the year in which the license is issued. The permit shall be posted in a conspicuous place at the business location.

- (b) The fees and charges for the permit required pursuant to this article shall be specified in the annual Revenue Ordinance.
- (c) The City shall be authorized to make or cause to be made inspections to determine compliance with the provisions of the Article.

Section 6-2503. Application: issuance of permit.

- (a) Any person desiring to operate a business covered under this Article shall make a verified application in writing to the Police Chief on a form provided by the Savannah Police Department.
- (b) The Police Chief may grant or renew a permit to any business meeting the following qualifications:
 - (1) The applicant and all persons employed by the applicant must be at least 18 years of age.
 - (2) The applicant and all persons employed by the applicant must be a citizen of the United States or must have a U.S. Immigration Service work permit.
 - (3) Private detective business and private security business applicants must provide proof of a valid state license as required under O.C.G.A. ' 43-38-6, and alarm system installation business applicants must provide proof of a valid state license as required under O.C.G.A. ' 43-14-8.1.
 - (4) The applicant must register and provide proof that the applicant and all persons employed by the applicant have not been convicted of a felony or any crime involving the illegal use, carrying, or possession of a dangerous weapon or any crime involving moral turpitude or that such employee is registered pursuant to O.C.G.A ' 43-38-7.
- (c) The applicant must inform the Police Chief in writing upon hiring a new unregistered employee and must provide proof that the new employee has not been convicted of a felony or any crime involving the illegal use, carrying, or possession of a dangerous weapon or any crime involving moral turpitude. The new employee must be registered with the Police Chief prior to assuming any duties regulated by this Article.
- (d) The applicant must inform the Police Chief in writing within 30 days if the applicant or an employee of the applicant is convicted of a felony or any crime involving the illegal use, carrying, or possession of a dangerous weapon or any crime involving moral turpitude.

Section 6-2504. Uniform; vehicles.

It shall be unlawful for any person having a permit under this article to wear uniforms or to use vehicular markings which are confusingly similar to the uniform and vehicular markings of the Savannah Police Department.

Section 6-2505. Suspension or revocation.

The Police Chief may, after hearing, suspend or permanently revoke a permit or refuse to renew a permit issued under this Article if it is determined that the holder of such permit has committed an act which is a violation of this Article or the provisions of any federal or state law which reasonably relates to the security industry.