



EVENT #4242

SENIOR MEALS PROGRAM ANNUAL CONTRACT

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an annual contract to provide meals for the City of Savannah (Title III) Meals 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 Office, City Hall, third floor, 2 East Bay 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 The City of Savannah's Recreation Services Department has contracted with the Coastal Regional Developments Center under Title III of the Older Americans Act to provide meals for elderly people in the community who show an observed need for the services and who meet the eligibility requirements established by Title III. A major component of Golden Age and Adult Day Care is the congregate meal program which must include a noontime meal. The assumption is that a provision of the meals will prevent or alleviate poor eating habits and malnutrition which have long been recognized as problems faced by the elderly population. To comply with the standards of Title III, the City of Savannah is proposing to serve an estimated 399 meals per day to the elderly enrolled in the program.

- 4.2 Detailed Specifications

4.2.1 Program Structure: The meals program for Adult Day Care and Golden Age is funded on a year-to-year basis providing an average of 399 noontime meals. The Recreation Services Department will submit an application to secure funds to carry out this program from the Aging Section of the Coastal Regional Development Center. Upon notification of the availability of funds, the City of Savannah's Recreation Services Department will subcontract with a private food services corporation to prepare, package, and deliver these meals.

4.2.2 Administrative Structure: The Recreation Services Department will assign the full-time services of the supervisor of the Golden Age Program and the coordinator of the Adult Day Care Program to plan, organize, supervise, and evaluate the program. This program coordinator will assign staff at the site to be responsible for the actual receiving of the food and cleaning the site.

- 4.2.3 Contractual Arrangements: The food service contractor shall be located in the Greater Savannah area and approved by the Georgia State Department of Health, the Georgia State Department of Agriculture, the Office of Aging, the Aging Section of the Department of Human Resources, and, if within the limits of the City of Savannah, the Chatham County Health Department. The food service corporation must have a proven record of ability to provide on the average of 399 meals to fourteen (14) sites.
- 4.2.4 Lunches shall meet the nutrition standards specified by the Office of Aging. All lunches shall be prepared daily to assure freshness and maintenance of all vitamins. All components of the lunch, excluding milk will be enclosed in a covered container or overwrapped with a clear film.
- 4.2.5 Federal regulations require that each meal served contain at least one-third (1/3) of the current recommended daily dietary allowances for persons 51 years or older by the Food and Nutrition Board of the National Academy of Science-National Research Control.
- 4.2.6 Food chosen will vary from day to day. The policy requirements are: the food items within the meat, vegetable, fruit, and dessert groups must be different for same days of each week, thus providing a variety of foods and nutrients.
- 4.2.7 Food delivered to a site must be transported in temperature-retaining containers to maintain minimum health standards. Both equipment and vehicles must meet the standards and regulations of the Georgia Department of Human Resources. All bidders must submit plans for emergencies, including weather related emergencies, vehicular breakdowns, food standards, and food contamination or spoilage.
- 4.2.8 The following temperature requirements must be maintained:
- A. Hot foods shall be packed at a temperature of at least 160 degrees F. and delivered in temperature-retaining containers, serving temperature to be least 140 degrees F., including the last meal.
 - B. Cold foods shall be kept at 41 degrees F. or below during transportation, storage, and serving, including the last meal.
 - C. Frozen foods shall be kept at 0 degrees F. or below during packing, transportation, and storage.
 - D. Natural foods shall be at room temperature (Examples include whole and fresh fruits, packaged cookies, crackers, etc.).
- 4.2.9 The successful bidder shall assume responsibility for timely delivery of meals prepared in a central location. Meals should arrive at least one (1) hour prior to serving time to allow for set-up and adequate check on foods.
- 4.2.10 All meals shall be ready to be served between 11:00 a.m. and 12:30 p.m. daily. Failure to meet this specified serving time more than three (3) times per month shall invoke default provision clause 2.22 in the bid specifications.
- 4.2.11 The holding time between food preparation and consumption or serving must not exceed five (5) hours in order to reduce opportunities for contamination, preserve nutritional value, and maintain nutritional quality and food acceptability.
- 4.2.12 The food service corporation shall have sufficient personnel meeting all health examinations required locally, and have the necessary vehicles to deliver the packaged lunches to designated sites within the prescribed times.

- 4.2.13 Every person involved in food service must receive training in food sanitation and comply with health and disease control procedures as specified in the DHR Rules and Regulations for Food Service.
- 4.2.14 No person, while infected with or suspected of having a disease that can be transmitted by food or who is a carrier of microorganisms that cause such a disease or while afflicted with a boil, a cut or wound, or an acute respiratory infection, shall be permitted, by management, to work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces or transmitting disease to other persons.
- 4.2.15 Gloves must be used while preparing, packing, and serving food.
- 4.2.16 Employees preparing, handling, and serving food shall use effective and clean, disposable or easily cleanable nets or other hair restraints approved by the health authority, worn properly to restrain loose hair.
- 4.2.17 Utensils and equipment used in serving must be kept clean.
- 4.2.18 Delivery vehicles must be kept clean.
- 4.2.19 Employees shall not use tobacco in any form while engaged in food preparation or service.
- 4.2.20 Bidders should include provision of products, such as sturdy disposable table flatware with their submission including:
 - A. Individual sealed packages of fork, knife, spoon and napkin
 - B. Disposable plates with at least three (3) compartments
 - C. Cups and bowls, at least eight (8) ounce for water and juice
 - D. Napkins, twelve inch (12") by twelve inch (12"), two (2) ply
 - E. Appropriate condiments
 - F. Serving utensils
 - G. Steam tables with sneeze guards
 - H. Ice for cold beverages
 - I. Any other products as necessary
- 4.2.21 Cold and hot food items must be packed and transported in separate containers.
- 4.2.22 Federal regulations require that the food service provider use appropriate food containers and utensils for blind and handicapped participants.
- 4.2.23 Any deviation from menu or suggested changes due to short supply or other problems of the contractor must be approved in advance by the Program Coordinator assigned by Recreation Services Department of the City of Savannah and Title III.
- 4.2.24 All foods used and served in the nutrition program must be in sound condition, free from spoilage, filth, or other contamination, and shall be safe for human consumption.

4.3 Evidence of Eligibility

- 4.3.1 Description of required documentation to be included with bid submissions.
 - A. Names and locations of community programs operated by bidder and dates of service.

- B. Organization location, corporate, and regional offices, including names and food service background of principal management personnel.
- C. Evidence of financial stability by providing current annual financial statement as prepared and certified by an independent auditor.
- D. A copy of the food vendor's current Health Inspection Report must be submitted along with bid. The vendor's premises must be available for inspection by state and/or local officials.
- E. Evidence of compliance with fair practice and equal opportunity regulations as reflected in annual reports to the United States Department of Labor.
- F. Experience in providing food services for similar programs that require familiarity with federal specifications, regulations, and procedures.
- G. Description of staff support available to local food service management, such as A.D.A. dieticians, test kitchen quality control standards, personnel, specialists, labor relations, etc.
- H. Examples of methods used to determine types of food which appeal to the elderly in this local area, such as food preference surveys.
- I. A sample menu for congregate meals including picnic, holiday, and weekend meals must be submitted by the bidder on the attached menu forms. For menu plans during the contract year, the bidder must agree to provide the menu plan approved by the Office of Aging, and menus may not be modified without prior approval from designated staff person of the Office of Aging and City of Savannah's Adult Day Care program coordinator and Golden Age supervisor.

4.3.2 The planned menus will be provided by Coastal Georgia Regional Development Center which is the Area Agency on Aging. See attachment 1 (Lunch Menu) for sample of current quarter menu. Menus may not be modified without prior approval from the designated agency staff person. Provider must agree to supply sufficient copies of each approved congregate menu for posting at each site.

4.3.3 The bidder agrees to provide initial training in basic nutrition, food sanitation, temperature standards, portion control, proper care of equipment, and emergency procedures. Follow-up training must be provided at approximately two (2) month intervals.

4.3.4 All bakery products used and served must have been prepared in permitted food service establishments or an approved food processing establishment provided that the health authority may accept other sources which are in compliance with applicable state and local laws and regulations. Bakery products which contain potentially hazardous foods shall be prepared and handled in accordance with all requirements for potentially hazardous foods.

4.3.5 Only bidders who have made a thorough inspection of the service sites will be considered for contract award.

4.3.6 The AAA and/or City of Savannah must inspect the food service facility and central kitchen used in on-site food preparation at least once a year and documentation of this inspection must be available for review.

4.4 General Information

4.4.1 The food service locations to be covered are Carver Heights, Crusader, Eastside, Hudson Hill, Liberty City, Mary Flournoy, Moses Jackson, Stillwell Towers, Tatemville, Veranda, Windsor Forest, Woodville, Cloverdale, and Adult Day Care (3025 Bull Street location).

- 4.4.2 It is the responsibility of the bidder to be fully acquainted with all conditions to be found at each site.
- 4.4.3 The hours of service are Monday through Friday from 10:30 a.m. to 11:30 a.m. for the meals and shall reflect the following Center holidays when meals are not served.

Golden Age

Independence Day	July 4
Labor Day	September 5
Thanksgiving	November 24
Day after Thanksgiving	November 25
Christmas Break	December 26 & 27
New Year's Day	January 2
Martin Luther's Birthday	January 16
President's Day	February 20
Memorial Day	May 29

Adult Day Care

Independence Day	July 4
Labor Day	September 5
Thanksgiving	November 24
Day after Thanksgiving	November 25
Christmas Break	December 22 through January 2, 2017
Martin Luther's Birthday	January 16
Memorial Day	May 29

- 4.4.4 Picnic style lunches may be provided on those holidays that either the Golden Age Center or the Adult Day Care Centers are in operation and the sub-contractor's kitchen is closed. Picnic style lunches must meet 1/3 RDA. A picnic style lunch menu to be used should be submitted with bid.
- 4.4.5 The bidder shall be responsible for compliance with federal, state, and local government rules, regulations, and taxes as may affect or be involved in the food services provided under contract.
- 4.4.6 Bidder must include with bid emergency plans for power outage, weather related conditions, vehicle breakdown, equipment problem, and lack of staff due to vacation and sick leave.
- 4.4.7 Bidder must include a Food Preparation Times Form (Attachment 2) with their bid.
- 4.4.8 Food delivery time to nutrition centers. Time list for food to be delivered at each center:

<u>Time</u>	<u>Nutrition Center</u>
10:00 a.m.	Cloverdale
10:15 a.m.	Carver Heights
10:25 a.m.	Hudson Hill
10:35 a.m.	Woodville
10:35 a.m.	Moses Jackson
10:45 a.m.	Liberty City
10:45 a.m.	Tatemville
11:00 a.m.	Mary Flournoy
11:00 a.m.	Adult Day Care

11:10 a.m.	Veranda
11:15 a.m.	Eastside
11:20 a.m.	Stillwell Towers
11:40 a.m.	Windsor Forest
11:50 a.m.	Crusader

The time interval between final stage of preparation (food ready for consumption) and service time shall be no more than two (2) hours.

4.5 Scope of Operation

4.5.1 The services that the bidder shall be responsible for shall include, but not be limited to, the following:

- A. Purchase of raw food and supplies
- B. Menu planning by professional dieticians
- C. Labor and relations of bidder's employees
- D. Personnel development training and cost of supplies
- E. Adequate liability insurance coverage
- F. Telephone expenses
- G. Specifications for food and supplies
- H. Test kitchen and recipes
- I. Supervision, both administrative and technical
- J. Field audits to check daily records and controls
- K. Periodic visits by responsible company executives
- L. Evidence of participation in National Nutrition Education programs
- M. Utilities
- N. Transportation
- O. Other (specify in bid submission)

4.5.2 Accountability

Upon delivery of food at the service site, the company representative shall present for signature in triplicate, a receipt or route sheet for meals, utensils, supplies, and equipment. Such receipt or route sheet shall show the following details:

- A. Date of delivery
- B. Site number code of the food service site
- C. Address of food service site
- D. Quantity delivered (by items if meal is not delivered as a unit)
- E. Signature of authorized person receiving delivery
- F. Time of delivery
- G. Comments

4.5.3 The following records must be maintained by the food vendor(s):

- A. Menus used for each quarter
- B. Substitutions made (if any)
- C. Daily food usage records
- D. Standardized recipes used
- E. Food purchase records
- F. Meal cost information
- G. Food service permit and current health inspection certificate
- H. Food service training provided to nutrition service providers
- I. Food preparation, packaging, and delivery schedule to nutrition centers

- 4.5.4 The Coastal Regional Developmental Center upon request shall have access to all such records for audit or review at the company's principal offices during the ordinary business hours. The company shall maintain all these records for a period of three (3) years from the end of the federal fiscal year to which they pertain.
 - 4.5.5 Increases and decreases in the number of meals ordered may be made by the sponsor daily within a period prior notice mutually agreed upon.
 - 4.5.6 The food caterer will be liable for meals that do not meet nutritional requirements, are spoiled or unwholesome at the time of delivery, or that do not otherwise meet the requirements of the contract.
 - 4.5.7 The bidder must agree to utilize all U.S.D.A. donated foods should they be made available and to credit the nutrition service provider at full U.S.D.A. value. Appropriate records for U.S.D.A. cash must be maintained to document that only U.S. origin foods can be bought with U.S.D.A. funds.
 - 4.5.8 Fiscal Proposal: The bidder shall set forth in detail the financial terms that it proposed with respect to the supply of food services for the City of Savannah's meal program.
 - 4.5.9 Facilities and Equipment: Containers used in productions, transportation, and services shall be subject to approval by local health authorities, the Office of Aging Section of the Coastal Regional Development Center. Trucks used in the transportation of food and supplies shall be clean and sanitary at all times.
 - 4.5.10 Bidder Resident Personnel: The bidder agrees to offer employment on a fair trial basis to local employees. The bidder will not be required to hire or retain employees who do not meet high standards nor those in excess of the number needed for efficient operation.
 - 4.5.11 All management personnel shall be thoroughly trained and experienced to the satisfaction of the City.
 - 4.5.12 Personnel relations of employees on the bidder's payroll will be the bidder's responsibility. The bidder will comply with all applicable government regulations related to the employment and payment of personnel.
 - 4.5.13 The bidder shall require all its employees assigned to duty in the City of Savannah to submit to health examinations before being hired, and as frequently and as stringently as required by all, and to submit satisfactory evidence of compliance with all health regulations to the City of Savannah. It is understood that the successful bidder's food production center shall be subject to inspection by the Chatham County Health Department and the State Health Department.
 - 4.5.14 The bidder shall provide work opportunities in keeping with the wage scale in effect for workers in other similar jobs.
- 4.6 Nutritional Content and Service Specifications
- 4.6.1 Service specifications for various categories are listed below. The bidder may not list alternative service specifications for any programs he would like to include over and above these specifications.

- 4.6.2 Federal regulations require that each meal served contain at least one-third (1/3) of the currently recommended daily dietary allowance as established by the Food and Nutrition Board of the National Academy of Science-National Research Control.
- 4.6.3 Food chosen will vary from day to day. Policy requires that the food items within the meat, vegetable, fruit, and dessert groups must be different for the same days of each week, thus providing a variety of foods and nutrients.
- 4.6.4 Regular or Special Meal Pattern

<u>Food Groups</u>	<u>Amount of Use</u>
Meat or alternate	Three (3) ounce cooked, edible portion of meat
Vegetable and fruits	Two and one-half (2-1/2) cup serving each (drained)
Enriched or whole grain	One (1) serving grain bread or alternate
Butter or margarine	One (1) serving
Dessert	One (1) serving
Milk	One-half (1/2) pint, eight (8) ounce
Optional beverage	Minimum eight (8) ounce

- 4.6.5 Meat or Meat Alternate Groups: Policy requires that three (3) ounces cooked, edible portion must be served. Up to one and one-half (1-1/2) ounce of meat alternates, such as cooked dried bean or peas, nuts, cheese, eggs, etc. may be used in combination with meat.
- A. Cheese – One (1) ounce
 - B. Cooked peas, beans – One-half (1/2) cup
 - C. Egg (medium) – One (1)
 - D. Cottage Cheese – One-fourth (1/4) cup
 - E. Peanut Butter – Two (2) tablespoons
- 4.6.6 The use of cereal and processed meat items, such as ham, hot dogs, corned beef hash, sausage, etc., must be limited to a maximum of four (4) times a month because of high sodium content.
- 4.6.7 The use of casserole-type entrée items (combination of meat with bread, vegetable, cooked and dried beans, or creamed sauce) must be limited to a maximum of two (2) times per week to minimize the portion control problem.
- 4.6.8 Vegetables and Fruits: Policy requires that two (2) servings of one-half (1/2) cup each (drained). All vegetables and full strength vegetable juices, all fruits and full strength fruit juices.
- 4.6.9 Vegetables: Two (2) servings of one-half (1/2) cup each (drained). One (1) serving must be a non-starchy vegetable, and at least one (1) of these vegetables must be an excellent source of Vitamins A and C. To permit variety/flexibility, this may be achieved through a combination of vegetables, one (1) that is an excellent source of Vitamin A and one (1) that is an excellent source of Vitamin C.
- NOTE: Rice, spaghetti, macaroni, and noodles are not vegetables. Fruit used as dessert should not be counted toward the suggested two (2) servings of vegetables and fruits.
- 4.6.10 Enriched or Whole Grain Bread or Alternative: Policy requires one (1) serving of enriched or whole grain bread, biscuits, muffins, rolls, sandwich buns, cornbread, and other hot breads.

NOTE: Bread alternates may include enriched or whole grain cereal products such as spaghetti, macaroni, dumplings, pancakes, and waffles.

- 4.6.11 Butter or Fortified Margarine: Policy requires that one (1) teaspoon is in the meal pattern.

NOTE: Oil or margarine used in cooking cannot be counted for one (1) teaspoon to be served on the meal plate.

- 4.6.12 Desserts: Policy requirements: One-half (1/2) cup serving. All fruits, simple desserts such as puddings, gelatin, ice cream, ice milk, and sherbets, cake, cookies, and similar foods are also included.

NOTE: Fruits should be planned for dessert at least two (2) times per week.

- 4.6.13 Milk Group: Policy requires one-half (1/2) pint, fortified whole, skim, or low fat milk, flavored whole or fortified milk, buttermilk, and cheese.

NOTE: Milk should be served as part of the meal rather than as item of choice.

- 4.6.14 Optional Beverages: Policy requires coffee, tea, decaffeinated beverages.

- 4.6.15 Iodized Salt: Should be used instead of non-iodized.

- 4.6.16 Vitamin and Mineral Supplements

- A. Vitamins and/or mineral supplements may not be provided with Title III funds.
- B. Good sources of Vitamins A and C and Iron should appear on the menu at least three (3) times a week.

- 4.6.17 Food should be attractive, palatable, and appealing to the older person to assure maximum individual consumption.

- 4.6.18 Standard recipes should be used in preparation of all food. Recipes must yield all requirements of the meal pattern.

- 4.6.19 In purchasing, storing, and preparing food and delivering meals, the nutrition services provider must follow appropriate procedures to preserve nutritional value and food safety.

- 4.6.20 The successful bidder must enter into a written agreement with the City of Savannah covering these provisions, as well as any other provisions necessary to insure that the City of Savannah will remain eligible for all federal, state, and local subsidies and commodities, if applicable.

- 4.6.21 Food vendor and nutrition services must comply with all federal, state, and local health laws and must follow procedures to preserve nutritional value and food safety.

Food Quality Standards: All raw food used in preparation of meals shall be of high quality. The following minimum standards will be met:

- A. Canned fruits and vegetables - U.S.D.A., Grade A
- B. Fresh fruits and vegetables - #1 quality
- C. Poultry - U.S.D.A. Grade A or better
- D. Beef - U.S.D.A. choice or better (Beef should be tender with a minimum of fat)
- E. Eggs and dairy products - U.S.D.A. Grade A or better
- F. Milk - Grade A Pasteurized

- G. Only fortified, enriched flour is used
- H. Food must meet U.S.D.A. and Office of Aging guidelines for nutrition
- I. Refrigerated vehicles are used for delivery

4.6.22 Fruit items will be varied subject to seasonal availability.

4.7 Special Conditions

4.7.1 The successful bidder shall be required to purchase all foods such as milk, bread, meat, and other related commodities for the Food Service Program from local sources within the Chatham-Savannah area unless prior approval has been obtained in writing from the City of Savannah's Recreation Services Department.

4.7.2 Annual Requirement based on the following:

- A. Must abide by all guidelines enforced by the State and Federal governments in the provision of meals.
- B. Must supply an average of 399 meals.
- C. Must be a contract for no more than twelve (12) month period or 250 working days.
- D. Must supply plates, napkins, eating utensils, condiments, and steam table for the meal program.
- E. Contractor must agree that contract may be terminated by either party with a written notice and is contingent upon the availability of Title III funds.
- F. Meals must be prepared daily, and not be frozen.
- G. Holiday or picnic-style lunches will be provided for those serving days not honored by the successful vendor, i.e., Memorial Day, Christmas Eve, etc.
- H. Award shall be contingent upon acceptance of proposal by Title III

4.7.3 Food Service Management

Briefly describe the following:

- A. Your food service management system and organization. Include information about staff and sites.
- B. Kitchen Facility: Location and brief description of the facility. Include information about capacity and equipment.
- C. Food Preparation/Packaging System: Briefly describe the proposed food preparation and packaging system (i.e., hot meals prepared daily vs meals prepared the day before and chilled/frozen). Include information about the time lines for preparation of meals.

4.8 Insurance Requirements

4.8.1 Commercial 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

4.8.2 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

4.8.3 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

4.8.4 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

4.8.5 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

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

5.0 General Conditions

5.1 Bidder acknowledges that by submitting a bid for the specified Event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of Bidder.

5.2 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 requested submittals as stated

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

5.3 Original invoices should be sent to:

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

5.4 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.

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

- 5.6 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.
- 5.7 This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This agreement may be renewed for up to four (4) additional twelve month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.
- 5.8 Quantities are estimates only.

EXCEPTION SHEET

Event #4242

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

EVENT NUMBER: 4242

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	ESTIMATE D QUANTITY	UNIT PRICE	TOTAL
1	Congregate Lunch Meals	99,750 Each		

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? _____

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.

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.