



STANDBY POWER SYSTEM

EVENT NO. 4984

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an emergency standby power equipment system, system features, technical labor services, operator training, and final acceptance criteria.

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. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 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 This contract shall encompass, but not be limited to, requirements for providing necessary equipment, technical labor services, owner-operator training, and final commissioning of an emergency standby power system for City of Savannah Lift Station No. 64.

- 4.2 Site and Power System General Description

4.2.1 The site is a National Electric Code (NEC) standard location with no extraordinary environmentally hazardous concerns beyond those normally associated with a raw sewage pumping/transfer station located within an urban environment. The site conveys an average of five (5) to eight (8) MGD using multiple electrically-powered pumping subsystems with associated automatic controls, telemetric alarm and status reporting, and operator manual controls for operation 24 hours per day, year round. Under normal conditions, the station is unstaffed and performs its function automatically.

4.2.2 The emergency standby power system shall be configured as a two (2) generator modular paralleling system which shall automatically assume the electrical load of the station in the event of an unacceptable condition of the "normal" utility electrical power source. The system shall be capable of providing electrical power to the station for a minimum of 36 continuous hours without refueling. The system shall automatically transfer the station electrical load back to the utility power source upon resumption of acceptable utility power availability and then automatically resume a standby-ready condition. The overall system shall be capable of automatic load-sharing, load-shedding, and placing one (1) of the two (2) generator sets in a standby condition should the load become light enough for the other generator set to maintain the station alone.

4.3 Supplier Qualifications

- 4.3.1 All system equipment shall be supplied by a certified representative of an original equipment manufacturer (OEM).
- 4.3.2 The OEM shall be a manufacturer that has been regularly engaged in the production of engine-alternator generator sets, automatic transfer switchgear, and associated controls for a minimum of 20 years. Corporate paperwork indicating how long the OEM has been regularly engaged in the production of engine-alternator generator sets, automatic transfer switchgear, and associated controls shall be provided with submission for bids to be considered further.
- 4.3.3 An OEM certified service center shall be located no more than 50 miles from the site of the installation in order to ensure that an acceptable source of repair parts, service supplies, service technicians, etc. is readily available.

4.4 The bid offer shall include, but not be limited to, a minimum of one (1) copy of each of the following:

- A. Generator set specification sheet(s).
- B. Emissions certification(s).
- C. Control(s) specifications sheet(s).
- D. Switchgear specifications sheet(s).
- E. Sound Data.
- F. Standard Warranty statement.

4.5 Regulatory Standards/References

- A. NFPA 110.
- B. NFPA 70.
- C. U.S EPA Standard 40 CFR 89.
- D. NEMA Publication 250-2008.
- E. Georgia Power Blue Book 2012 Edition.

4.6 Equipment Description

4.6.1 Engine-Generator Set(s)

- A. Prime-mover(s) engines shall be diesel powered with on-board battery charging alternator(s), OEM specified spin-on fuel, oil, and, as required, coolant filters, dry-element air cleaner(s), and an integral set-mounted radiator cooling system.
- B. Engine(s) shall be certified to comply with U.S. EPA Non-Road Source Emissions Standards 40 CFR 89.
- C. The main alternator(s) shall be brushless, four (4) pole, revolving-field type with the rotor(s) coupled to their respective prime mover by means of a flexible disc assembly.
- D. Cooling of the main alternator shall be provided by a direct-drive centrifugal blower assembly.

- E. Excitation shall be accomplished by a permanent magnet (PMG) sub-system. Note: Other forms/methods of excitation will not be accepted.
- F. The main alternator shall be designed and constructed as a broad-range, twelve (12) lead, field re-connectable unit, capable of being re-connected to provide the below-listed three (3) phase output voltages.
 - 1. Four (4) wire, 115/208 VAC to include neutral.
 - 2. Four (4) wire, 120/240 VAC to include neutral.
 - 3. Four (4) wire, 277/480 VAC to include neutral.
- G. The generator set(s) shall meet or exceed all Emergency Standby Power ISO Standards.
- H. The set-mounted control(s) shall include, but not be limited to, the features/functions listed below:
 - 1. Integrated isochronous governing and fuel control in accordance with ISO 3046, AS 2789, DIN 6271, and BS 5514 standards.
 - 2. Three (3) phase sensing voltage regulation with automatic single and three (3) phase fault regulation.
 - 3. Integrated AC protective functions to include over/under voltage, short-circuiting, over-current, and overload protective warning and shut-down features.
 - 4. An integrated engine management system to include configurable cycle-cranking, start sequencing, and comprehensive warning and shut-down protective functions.
 - 5. Synchronization with and paralleling with other generators to include load sharing on a common electrical bus without requiring external-to-set control subsystem(s).
 - 6. Communicating with other generator set(s), external monitoring and control devices, etc.

4.6.2 Generator Set Housing(s)

- A. Each generator set shall be enclosed in its own weather-protective housing.
- B. The housing(s) shall be constructed of steel panels with a minimum fourteen (14) gauge thickness.
- C. The housing(s) shall have a sufficient number of recessed, hinged, removable, and latching doors to allow for ready access to all service points of their respective generator unit(s).
- D. All housing assembly hardware, door hinges, etc. shall be stainless steel.

- E. The enclosure shall have factory-applied weather and corrosion resistant paint in the manufacturer's standard color scheme.
- F. The enclosure shall be constructed such that an upward-discharging radiator hood mitigates ground level engine noise and prevents the recirculation of heated radiator discharge air and engine exhaust fumes to the unit air intake area.
- G. The enclosure shall be designed and constructed such that it may be mounted directly onto the generator set skid-base and/or sub-base fuel tank with stainless steel hardware.
- H. The enclosure shall be rated to withstand a sustained wind velocity of 150 mph or more.
- I. The enclosure shall have easy access points for spreader bars and/or a forklift.
- J. The enclosure shall be constructed such that an open space exists for installation of electrical conduits consistent with generator set entry points where external wiring will be routed.
- K. The enclosure shall be sound attenuated as necessary to ensure that its associated generator set emits no more than 90 dbm at ground level. This level shall be measured in a free field environment at seven (7) meters.
- L. The enclosure door latches shall be equipped such that common padlocks may be used for security.

4.6.3 Fuel Storage Tank(s):

- A. Each generator shall have its own associated skid-base fuel tank with sufficient capacity to operate the generator set at 100% load for a continuous 36 hours.
- B. The fuel tank shall be of double-walled design 100% compliant with UL 142 and NFPA 37.
- C. Each tank shall be equipped with UL listed venting devices, a rupture basin leak detection device, a fuel filler tube with padlock accepting cap, and a mechanical fuel level indicating device (fuel gauge).
- D. Each tank shall have penetration devices and associated pick-up tubes for supply and return fuel to/from the engine (size as required by the engine OEM). These penetrations shall be equipped with appropriate fittings to accept associated flexible fuel lines.
- E. Each tank shall have one (1) two inch (2") penetration which is closed off with a standard pipe plug. This penetration shall be located such that it is both readily accessible for insertion of appropriate hoses and as far as practical from all other tank penetrations.
- F. The tank(s) shall be manufactured such that they may be securely anchored to concrete pad(s) with standard stainless steel concrete anchors.

- G. The tank(s) shall be manufactured such that the associated generator set with housing may be securely mounted on top of it using stainless steel hardware.
- H. The tank(s) shall be constructed such that a field-removable plate (preferably an end-plate) allows free access to an open area where electrical conduits will be installed for external-to-generator set wiring.
- I. The electrical conduit stub-up area of the tank shall mate with that of the generator and housing.
- J. The fuel tank shall be supplied with the below-listed accessory items:
 - 1. Appropriate flexible fuel lines and associated fittings, clamps, etc. required by the engine.
 - 2. A vibration isolator pad suitable for mounting between the concrete pad and the tank mounting point(s). The quantity shall be as necessary to provide one (1) pad for each mounting/anchor point.
 - 3. Necessary loss-of-prime preventer device (check-valve) for the engine supply fuel line.
 - 4. Other fittings and devices deemed necessary for interconnection of the tank and the generator set.
- K. The tank mounting/anchor points shall be constructed such that when the tank is mounted to its associated concrete pad, the actual bottom of the tank proper (and rupture basin) is a minimum of three-quarters of an inch ($\frac{3}{4}$ "') above the concrete surface at all points in order to allow for air to circulate thus mitigating moisture accumulation.
- L. The tank shall be coated with a polyurea-type sealer in addition to normal corrosion resistant paint in order to provide additional protection from corrosion.

4.6.4 Ancillary Equipment

- A. Each generator shall be equipped with a coolant heater assembly sized as required by the engine OEM to assist with rapid engine starting and stabilization. Note: Engine block immersion style heaters will not be accepted.
- B. Each coolant heater shall be equipped with a six-foot (6') long power cord with a NEMA 5-15P (120VAC) or a NEMA 6-20P (240 VAC) plug at its end.
- C. Each generator shall be equipped with an NFPA 110 compliant float battery charger capable of a 10A DC output.
- D. Each battery charger shall be equipped with a six-foot (6') long power cord with a NEMA 5-15 (120VAC) plug at its end.
- E. Each generator set shall be equipped with appropriately sized lead-acid starting batteries and associated cabling.

- F. Each generator set shall be equipped with the appropriate OEM specified exhaust silencer and associated fittings compliant with emissions standards.

4.6.5 Additional Equipment Sub-Systems

- A. Master System Controller: The paralleled generator system shall have a controller which acts as the master system coordinator providing a single point of remote communication to/from the system, fine-tunes the generator load balancing, manages priority loading and load shedding, facilitates the starting and stopping of the generators, and synchronizing of the generators for parallel operation. The features listed below shall be integrated into the Master System Controller:
 - 1. Programmable control of automatic load sequencing/load shedding.
 - 2. Support of generators of different power outputs controlling load sharing proportionate to generator size.
 - 3. Provide a single point for communication to remote alarm, status, and control devices through dry contacts and/or analog (4-20 ma) signals as necessary.
 - 4. Standard back-up operation through human intervention in the event of automatic operation failure.
 - 5. A data-logging and trending function capability.
 - 6. Display or displays for monitoring the system and individual generator status.
 - 7. Battery-backed DC controls with float charger capability.
 - 8. The control shall be housed in a NEMA 3R or better rated enclosure.
- B. Automatic Transfer Switch. A stand-alone automatic transfer switch shall be furnished with the minimum features listed below:
 - 1. The automatic transfer switch (ATS) shall be a three (3) pole, double-throw device with integrated mechanical lug wire terminations for all three (3) phases, neutral, and ground external wiring. The ATS shall be capable of both automatic and user-manual operation.
 - 2. The transfer switch shall be equipped such that it has a programmed transition function which holds the mechanism in a load-not-connected position for a programmed time period during actual transition from one power source to the other during both transfer and retransfer.
 - 3. The ATS shall be rated for continuous operation of the main utility service as required by NFPA 70, Article 700 (voltage and current rating shall equal or exceed the main utility service to the station).
 - 4. The ATS shall be equipped with a NEMA Type 3R or NEMA Type 4 rated enclosure. Note: Stainless steel NEMA Type 4X enclosures will not be accepted.
 - 5. The ATS shall be 100% compliant with the following:

- UL 1008.
 - NFPA 70.
 - NFPA 110.
 - NEMA ICS 10.
 - IEEE 446.
6. The ATS shall be equipped with arc chutes to cool and quench arcing with barriers to prevent inter-phase flash-over.
 7. The ATS shall be the power contactor type. Circuit breaker or molded case switch type ATS configurations will not be accepted.
 8. The ATS shall be equipped with a minimum of two (2) sets of dry C-Form contacts (one for each power source) for remote indication of which power source (normal or emergency) is connected to the load. These contacts shall be rated for a minimum of ten (10) AMPS at 250 VAC and shall be readily accessible at terminal strips for easy field wiring.
 9. The ATS shall be equipped with a manual operating capability suitable for safe end-user operation.
 10. The ATS operating mechanism shall be of open transition (break-before-make) design with mechanical and electrical interlocking feature(s) which preclude connecting the load to more than one power source at a time.
 11. The ATS transfer mechanism shall be designed and constructed such that three (3) distinct positioning conditions exist with respect to the load connection. These conditions shall include the following:
 - Load connected to the normal power source.
 - Load not connected to any power source (intermediate).
 - Load connected to the emergency power source.
 12. The ATS transfer mechanism shall be designed and constructed such that the end-user may place it in any one (1) of its position conditions with the control set for manual operation and it will remain in that position unattended until it is manually placed in another, or the control is set for automatic operation.
 13. The ATS main contacts shall be manufactured of high pressure silver alloy material to resist burning and pitting in order to extend their anticipated service life.
 14. The ATS shall be equipped with the user-adjustable time delay features listed below:
 - Time Delay – Generator Set Start.
 - Time Delay – Normal to Emergency Transfer.
 - Time Delay – Load disconnected from all power.
 - Time Delay – Emergency to Normal Retransfer.
 - Time Delay – Generator Engine(s) Cool-Down Period.

15. The ATS control shall be equipped with a user-programmable exerciser function which allows for the programming of exercise start and stop times, length of the exercise time period, day of the exercise, single weekly or multiple exercise events, and a manual exercise initiate/terminate override function which does not require special tooling or software.
16. The ATS integrated control shall also have the features/functions listed below:
 - Voltage sensing of all normal power source phases with user-adjustable pick-up and drop-out points.
 - Voltage sensing of at least one (1) phase of the emergency power source with user-adjustable pick-up and drop-out points.
 - Control push-button(s) and/or switch(es) to initiate a system test and/or override selected time delays.
 - End-user-programmable exercise and test functions allowing for exercising/testing under with-load and without-load conditions as desired.
 - Front panel indicator display(s) showing power source availability and which power source the load is connected to. This display shall be constructed such that constant exposure to sunlight and weather conditions do not degrade its readability.

4.7 Lift Station Site Information

4.7.1 The normal (utility) power source is 4-wire 480 VAC WYE configuration at 1200 AMPS.

4.7.2 Overall site electrical loads are:

- A. Three (3) each 185 horsepower, three (3) phase pump motors.
- B. One (1) each 250 Horsepower, three (3) phase pump motor.
- C. One (1) each 20 AMP, three (3) phase overhead hoist motor.
- D. One (1) each 60 AMP, three (3) phase odor control system (PF = 0.90).
- E. One (1) each 30 KVA, single-phase step-down transformer.
- F. Three (3) each 1 KVA, single-phase step-down transformers.

4.8 Additional Notes

4.8.1 The generator system shall be sized such that when 100% of the site electrical load is applied, the system shall not be loaded less than 40% or more than 90% of its rated capacity.

4.8.2 The generators shall be sized such that in the event of one of them failing, the remaining generator unit will automatically assume the load successfully under one (1) of the two (2) scenarios below:

- A. Item No. 3, No. 4, No. 5, No. 6, and 2/3rd of Item No. 1 comprise the station load.
- B. Item No. 2, No. 3, No. 4, No. 5, and No. 6 comprise the station load.

- 4.8.3 All emergency power system assemblies shall be warranted for five (5) years or 1,500 hours of operation whichever comes first with a comprehensive factory warranty that includes all parts, labor, and travel.
- 4.8.4 A minimum of one (1) complete set of operator instruction and maintenance manuals shall be provided to the end-user department in printed form in addition to any other requirements to provide this material to any other entity of the City of Savannah.
- 4.8.5 Provide familiarization and operator training to the end user department personnel. Schedule with the Wastewater Conveyance Maintenance Department and provide up to four (4) hours of training as necessary.

4.9 Commissioning and Final Acceptance

- 4.9.1 Emergency standby power system start-up, acceptance tests and demonstrations, and final commissioning shall be accomplished/performed by OEM factory-certified technical services personnel following equipment installation, mounting, and interconnection wiring completion by others. The end-user shall supply all necessary fuel for testing and operating the system. All activity related to commissioning and final acceptance shall take place at the designated equipment's normal operations site and shall be witnessed by an authorized representative of the end-user. Necessary City of Savannah personnel shall be made available to assist in operating the pumping station equipment during all testing and demonstrations.
- 4.9.2 Testing, demonstrating, and proving the system shall include, but not be limited to, the following:
 - A. Install all required system batteries and connect associated wiring and cables as necessary.
 - B. Activate and adjust battery charger-maintainers as necessary.
 - C. Inspect all interconnection wiring for correct sizing, termination, and routing.
 - D. Inspect and verify that all system assemblies are correctly mounted and assembled.
 - E. Install all flexible fuel lines, fittings, and loss-of-prime prevention devices as necessary.
 - F. Prime the individual generator fuel systems.
 - G. Verify that each generator auxiliary systems such as coolant heaters are energized and operating correctly.
 - H. Start and run each generator set under no load conditions and verify the correct indication of the following:
 - 1. Correct voltage output.
 - 2. Correct frequency output.
 - 3. Correct operation of engine thermostat.
 - 4. Correct operation of engine-mounted battery charging alternator.
 - 5. Engine fluid leakage.
 - 6. Engine exhaust leakage and operation.

7. Engine speed governing and stabilization.

- I. Simulate all engine warning and shut-down conditions on each unit and verify correct control reaction.
- J. With no load applied, manually parallel the units and verify that the system phase rotation is correct, the units parallel correctly, and that they present the correct shared power to the emergency bus of the ATS.
- K. With the ATS deactivated, simulate a normal power failure and verify that the system responds correctly. Verify that all displays on the units and the master controller are correct.
- L. Adjust/program all time-delay, and alarm conditions to the end-user requirements.
- M. Adjust/program ATS controller time delays, alarm conditions, and exercise parameters to the end-user's requirements.
- N. With no load applied to the bus, simulate a site power failure and verify the correct response from the entire emergency standby power system.
- O. With the site operating on emergency power, apply the station loads one (1) at a time until 100% of the station is applied. Verify that the system picks up the load and correctly shares it between the two (2) generator units.
- P. Place the entire station in normal condition, and then simulate a normal power failure. Observe that the emergency power system responds as follows:
 - 1. The emergency standby power system shall automatically respond to a power failure by starting, synchronizing, and paralleling the generators and applying power to the load bus and accomplishing the correct load sharing between the generators. Verify that all time delay functions operate correctly.
 - 2. The emergency standby power system shall automatically respond to the restoration of the normal power by re-transferring the station load bus to normal power and returning to a standby-ready condition.
- Q. Accomplish the above demonstrations under the two (2) different load conditions as described in Paragraph 6.1B above with each of the generators in turn disabled.
- R. Connect a resistive load bank to the emergency power bus and load the system at 100% of its rated capacity for a period of two (2) continuous hours. While the system is under load check for:
 - 1. Fluid leaks.
 - 2. Exhaust leaks.
 - 3. Unusual noises.
 - 4. Voltage and/or frequency output anomalies.
 - 5. Any other incorrect/unusual conditions exhibited by the system.

- S. Apply a block load at 100% system rating in one-step and verify the correct system response.
- T. Return the overall system to a standby-ready condition.
- U. Minor corrections such as simple tightening of a hose clamp shall be allowed on site during the acceptance procedures. More involved problem corrections necessitated by the failure of any portion of the above tests and demonstrations shall result in rejection of the entire procedure at the City of Savannah's discretion and require that the entire procedure be repeated following correction of the problem at no expense to the City of Savannah.

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.

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 #4984

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: 4984

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: _____)**

**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
1	Diesel-Engine Generator Set A	1 Each		
2	Diesel-Engine Generator Set B	1 Each		
3	Protective Housing for Generator Set A	1 Each		
4	Protective Housing for Generator Set B	1 Each		
5	Skid-Base Fuel Tank Assembly for Generator A	1 Each		
6	Skid-Base Fuel Tank Assembly for Generator B	1 Each		
7	Ancillary Equipment Package for Generator	2 Each		
8	System Master Controller Assembly	1 Each		
9	Automatic Transfer Switch Assembly	1 Each		
10	Start-Up and Commissioning	1 Each		
11	Training	4 Hours		

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

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

___ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$

=====

HAVE YOU INCLUDED CORPORATE PAPERWORK INDICATING HOW LONG THE OEM HAS BEEN REGULARLY ENGAGED IN THE PRODUCTION OF ENGINE-ALTERNATOR GENERATOR SETS, AUTOMATIC TRANSFER SWITCHGEAR, AND ASSOCIATED CONTROLS PER SECTION 4.3.2? _____

HAVE YOU INCLUDED ALL REQUIRED DOCUMENTATION PER SECTION 4.4? _____

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____ **DAYS**

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ **#**

DATE _____

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

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

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

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

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

Name of Proposer: _____ Event No. _____

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.