



SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

EVENT # 3973 TOOLS

- 4.0 The purpose of these specifications is to describe and establish an annual contract to provide tools to the Central Warehouse for use by various departments within the City of Savannah.

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.

- 4.1 **Detailed Specifications:** The following specifications are designed to establish a level of quality only. Some of the numbers shown may be obsolete. If so, submit bid on replacement numbers if appropriate. Please indicate part number and manufacturer being bid. Equivalent equipment and manufacturers will be considered.

The items listed below should be Ames, True Temper, Union, and Council or approved equal.

- 4.1.1 Long handle round point shovel, closed back minimum of two (2) rivets, heavy industrial 14 gauge steel blade, minimum 48" long premium ash handle. Union 45-657 or equal.
- 4.1.2 Long handle square point shovel, same specifications as item 4.2.1, Union 44-363 or equal.
- 4.1.3 Long handle scoop shovel #6, Union 50-140 or equal.
- 4.1.4 Long handle lawn rakes, Union 64-582 or equal.
- 4.1.5 Asphalt rake 14 teeth, Union 63-125.
- 4.1.6 Long handle 4 tine potato hooks, Ames 18-041, Union 75-144, True Temper 4BOL.
- 4.1.7 Long handle cotton hoe, Ames 18-574, Union 71-112, True Temper EC7.
- 4.1.8 Mortar hoe, Union 66-123.
- 4.1.9 Long handle 14 teeth bow garden rake, Ames 18-869, Union 63-107 or equal.
- 4.1.10 Long handle 6 tine manure forks, Ames 18-256, Union 74-132 or True Temper P0645.
- 4.1.11 48" minimum long handle 10-tine forged ensilage fork, Ames 18-292, Union 76-126.
- 4.1.12 Long handle sidewalk scrapper, Union 78-202, Ames 16-463, True Temper OSC.

4.1.13 Long handle post hole diggers, Ames 17-057, or True temper BD-35, or Union #78-004.

4.1.14 Ditch bank blades, Council640-C.

4.1.15 6 lb. 36" straight handle axe, single edge, Council 60DR-36C, Union #30354.

The items listed below should be Ridgid, Reed, or approved equal.

4.1.16 8" straight pipe wrench, Ridgid #8, Reed #RW8.

4.1.17 10" straight pipe wrench, Ridgid #10, Reed #RW10.

4.1.18 E-10 end pipe wrench, Ridgid #E-10. Reed #RW010.

4.1.19 14" straight pipe wrench, Ridgid #14, Reed #RW14.

4.1.20 E-14 end pipe wrench straight, Ridgid #E-14, Reed #RW014.

4.1.21 18" straight pipe wrench, Ridgid #18, Reed #RW18.

4.1.22 24" straight pipe wrench, Ridgid #24, Reed #RW24.

4.1.23 1/8 to 2 pipe cutters heavy duty, Ridgid #2-A, Reed #2-1.

4.1.24 3/4 to 2 4 wheel pipe cutter, Ridgid #42-A, Reed #2-4.

4.1.25 1 to 2 wheel cutters, Ridgid #33105, Reed #2RB5.

Items 4.1.26 through 4.1.33 should be Stanley, Council, and Madison Mill or approved equal.

4.1.26 16 oz. ball peen hammers, Stanley #54-016, Council #PR16BP.

4.1.27 24 oz. ball peen hammers, Stanley #54-024, Council #PR24BP.

4.1.28 3 lb. engineer hammers, Stanley #56-803, Council #PR30.

4.1.29 24 oz. brick hammers, Stanley #54-435, Plumb #11491.

4.1.30 16 oz. nail (claw) hammers, Heavy Duty, Stanley #51-616, Plumb #11436.

4.1.31 6 lb. sledge hammers, Stanley #56-806, Council #PR600.

4.1.32 10 lb. sledge hammers, Stanley #56-810, Council #PR1000.

4.1.33 16 lb. sledge hammers, Stanley #56-816, Council #PR1600.



Items 4.1.34 through 4.1.37 should be Cooper Tools, Primark, Stanley, or Kennedy, or approved equal.

- 4.1.34 Professional heavy duty hacksaw frames, 12pt. High Tension, 30,000 PSI, Blade Length 12". Cooper Tools – Nicholson #80965.
- 4.1.35 10 point, 26" handsaw, Primark Magna Prof. #46039.
- 4.1.36 12-24 hacksaw blades, Stanley #15-777, Lenox Hackmaster #218HE300MM, (Packaged 10/bundle) Must cut 1/2" steel.
- 4.1.37 Tool boxes, Kennedy #5220, or approved equal. Tool boxes must accept a #3 size Master lock.

Note: Waterloo HM 1930 will not be acceptable since the #3 lock will not fit.

Items 4.1.38 through 4.1.63 should be Williams or approved equal.

WRENCHES AND SOCKETS MUST BE HIGH QUALITY STEEL AND CHROME FINISHED.

- 4.1.38 6" adjustable wrench, Williams #AP-6A.
- 4.1.39 8" adjustable wrench, Williams #AP-8A.
- 4.1.40 10" adjustable wrench, Williams #AP-10A.
- 4.1.41 12" adjustable wrench, Williams #AP-12A.
- 4.1.42 15" adjustable wrench, Williams #AP-15A.
- 4.1.43 18" adjustable wrench, Williams #AP-18A.
- 4.1.44 3/8 x 7/16 box end wrench, deep offset, 12 point long pattern, Williams #8723.
- 4.1.45 1/2 x 9/16 box end wrench, deep offset, 12 point long pattern, Williams #8725B.
- 4.1.46 5/8 x 11/16 box end wrench, deep offset, 12 point long pattern, Williams #8727A.
- 4.1.47 3/4 x 7/8 box end wrench, deep offset, 12 point long pattern, Williams #8731A.
- 4.1.48 5/8 x 9/16 box end wrench, deep offset, 12 point long pattern Williams #8727.
- 4.1.49 1/2 x 7/16 box end wrench deep offset, 12 point long pattern, Williams #8725.

- 4.1.50 3/8 x 7/16 open end wrench, 15 degree angle, Williams #1723, Allen #21008.
- 4.1.51 1/2 x 9/16 open end wrench, 15 degree angle, Williams #1725B, Allen #21010.
- 4.1.52 1/2 x 7/16 open end wrench, 15 degree angle, Williams #1725, Allen #21009.
- 4.1.53 9/16 x 5/8 open end wrench, 15 degree angle, Williams #1727, Allen #21011.
- 4.1.54 5/8 x 3/4 open end wrench, 15 degree angle, Williams #1729, Allen #21012.
- 4.1.55 1/2" square drive reversible ratchet, Williams #S-52.A, Allen #12800.
- 4.1.56 1/2" x 5 1/2" extension, Williams #S-110P, Allen #12810.
- 4.1.57 1/2" drive x 10 1/2 extension, Williams #S115P, Allen #12812.
- 4.1.58 1/2" square drive x 7/16", 12 point standard sockets, Williams #ST-1214, Allen #12209.
- 4.1.59 1/2" square drive x 1/2", 12 point standard sockets, Williams #ST-1216, Allen #12210.
- 4.1.60 1/2" square drive x 9/16, 12 point standard sockets, Williams #ST-1218, Allen #12211.
- 4.1.61 1/2" square drive x 5/8 12 point standard sockets, Williams #ST-1220, Allen #12212.
- 4.1.62 1/2" square drive x 3/4, 12 point standard sockets, Williams #ST-1224, Allen #12214.
- 4.1.63 1/2" square drive x 7/8, 12 point standard sockets, Williams #ST-1228, Allen #12216.

Items 4.1.64 through 4.1.75 should be Williams, Wright, or ARM, or approved equal.

INDUSTRIAL QUALITY POLISHED STEEL. "HARDWARE GRADE NOT ACCEPTABLE"

- 4.1.64 6" combination (slip joint) pliers, Williams #PL-6C.
- 4.1.65 8" combination (slip joint) pliers, Williams #PL-8C.
- 4.1.66 10" combination (slip joint) pliers, Williams #PL-10C.
- 4.1.67 10" vise grip with wire cutters pliers, Mfr. # ViceGrip 10WR, Williams #23303.
- 4.1.68 1/4 x 4" standard blade screwdriver, Wright #9123, Williams #24219.
- 4.1.69 5/16 x 6" standard blade screwdriver, Wright #9125, Williams #24237, ARM #66103.
- 4.1.70 3/8 x 8" standard blade screwdriver, Wright #9126, Williams #24241, ARM #66106.



- 4.1.71 3/16 x 3" cabinet blade screwdriver, Wright #9114, Williams #24207, ARM #66261.
- 4.1.72 3/16 x 6" cabinet blade screwdriver, Wright #9116, Williams #24211, ARM #66267.
- 4.1.73 3/16 x 10" cabinet blade screwdriver, Wright #9118, Wright #24213, ARM #66270.
- 4.1.74 #1 3" Phillip blade screwdriver, Wright #9104, Williams #SDP-1-3, ARM #66153.
- 4.1.75 #2 4" Phillip blade screwdriver, Wright #9105, Williams #SDP-2-4, ARM #66156.

INDUSTRIAL QUALITY POLISHED STEEL. "HARDWARE GRADE NOT ACCEPTABLE"

The items below should be Williams, Allen, Wiss or ARM, or approved equal.

- 4.1.76 Hex key sets, 13 piece minimum, Williams #WS-44, Allen #56080.
- 4.1.77 10" tin snips, Wiss # A-10, ARM #68273.

The items below should be Alemite or approved equal.

- 4.1.78 Hand grease guns, Alemite #500.
- 4.1.79 Hand grease guns 12" flexible hose, Alemite #B317850-1.
- 4.1.80 Tips for hand grease guns (above) Alemite #6304B.

4.2 Prices quoted shall be F.O.B. Central Warehouse, 1100 W. Gwinnett Street Bldg. C, Savannah GA 31415. Quantities shown on bid proposal are estimates only and are based on previous years' usage. The City reserves the right to purchase more or less than the estimated quantities.

4.3 Basis of Award:

- 4.3.1 This contract will be awarded to the vendor that offers the lowest net price to the City, and who meets or exceed all specifications herein. The City reserves the right to split the award if deemed to be in its best interest.
- 4.3.2 The City also reserves the right to appoint a primary and secondary vendor if deemed advantageous.



5.0 **General Specifications:**

5.1 The bid response must include the following documents in this order.

- Bid Proposal
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of MWBE Participation
- Other requested submittals as stated

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

5.2 Bids may be submitted manually to the address listed in the bid documents or electronically via the supplier portal in sufficient time to ensure receipt by the Purchasing Department on or before 1:30 P.M. on the date specified in the web page listing for this event. Requested documentation may be attached to the bidder's response. A supplier guide for assistance in submitting responses can be found by clicking on the Important Documents tab of the Purchasing SavEPro webpage at <http://www.savannahga.gov/index.aspx?NID=590>

5.3 To submit and be awarded a bid; bidders must be registered as a bidder on the City of Savannah's website at www.savannahga.gov.

5.4 **Bidders must provide the manufacturer and part number of each item bid in the space provided on the bid form.**

5.5 Original invoices shall be mailed to:

City of Savannah
Accounts Payable Dept.
P.O.1027
Savannah, GA 31402

5.6 The successful vendor must have the following items on every invoice to the City:

- A) The exact description of the purchased item as described in this contract,
- B) The unit price of the item, and
- C) The total of the invoice.

5.7 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation.

5.8 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.

5.9 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 three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.



BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)
SUBMIT A MINIMUM OF TWO COPIES

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

EVENT NUMBER: 3973

Business Location: (Check One)

- Chatham County
- City of Savannah
- Other

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

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
- AFRICAN AMERICAN
- HISPANIC
- WOMAN (non-minority)
- ASIAN AMERICAN
- AMERICAN INDIAN
- OTHER MINORITY (describe) _____

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	MANUFACTURER NAME & MODEL NUMBER	EST QUANTITY	UNIT PRICE	TOTAL
1	Round Point Shovel		200		
2	Square Point Shovel		200		
3	Scoop Shovel # 6		6		
4	Lawn Rakes		400		
5	Asphalt Rake 14 Teeth		12		
6	Potato Hooks 4 - Tine		36		
7	Cotton Hoe		12		
8	Mortar Hoe		6		
9	Bow Garden Rake 14 Teeth		60		
10	Manure Fork 6 - Tine		12		
11	Ensilage fork 10 - Tine		120		
12	Sidewalk Scrapper		6		
13	Post Hole Digger		24		
14	Ditch Bank Blades		24		
15	6 lb. Axe Single Edge		24		
16	8" Straight Pipe Wrench		6		
17	10" Straight Pipe Wrench		24		

ITEM NO	DESCRIPTION	MANUFACTURER NAME & MODEL NUMBER	EST QUANTITY	UNIT PRICE	TOTAL
18	E – 10” End Pipe Wrench		24		
19	14” Straight Pipe Wrench		12		
20	E- 14” End Pipe Wrench		12		
21	18” Straight Pipe Wrench		6		
22	24” Straight Pipe Wrench		2		
23	1/8 to 2 Pipe Cutters		4		
24	¾ to 2 4 Wheel Pipe Cutter		4		
25	1 to 2 Wheel Cutter		12		
26	16 oz. Ball Peen Hammer		6		
27	24 oz. Ball Peen Hammer		6		
28	3 lb. Engineer Hammer		24		
29	24 oz. Brick Hammer		12		
30	16 oz. Nail (Claw) Hammer		36		
31	6 lb. Sledge Hammer		4		
32	10 lb. Sledge Hammer		4		
33	16 lb. Sledge Hammer		12		
34	Hacksaw Frame		36		
35	10 Point 26” Handsaw		12		
36	Hacksaw Blades		300		

ITEM NO	DESCRIPTION	MANUFACTURER NAME & MODEL NUMBER	EST QUANTITY	UNIT PRICE	TOTAL
37	Tool Box		24		
38	6" Adjustable Wrench		12		
39	8" Adjustable Wrench		24		
40	10" Adjustable Wrench		24		
41	12" Adjustable Wrench		24		
42	15" Adjustable Wrench		6		
43	18" Adjustable Wrench		6		
44	3/8 x 7/16 Box End Wrench		6		
45	1/2 x 9/16 Box End Wrench		12		
46	5/8 x 11/16 Box End Wrench		6		
47	3/4 x 7/8 Box End Wrench		6		
48	5/8 x 9/16 Box End Wrench		12		
49	1/2 x 7/16 Box End Wrench		6		
50	3/8 x 7/16 Open Wrench		6		
51	1/2 x 9/16 Open Wrench		6		
52	1/2 x 7/16 Open Wrench		6		
53	9/16 x 5/8 Open Wrench		6		
54	5/8 x 3/4 Open Wrench		12		
55	1/2" Square Drive Ratchet		24		

ITEM NO	DESCRIPTION	MANUFACTURER NAME & MODEL NUMBER	EST QUANTITY	UNIT PRICE	TOTAL
56	½" x 5 ½" Extension		6		
57	½" Drive x 10" Extension		6		
58	½" Sq. Dr. x 7/16 Socket		6		
59	½ Sq. Dr. x ½ Socket		6		
60	½ Sq. Dr. x 9/16 Socket		6		
61	½ Sq. Dr. x 5/8 Socket		6		
62	½ Sq. Dr. x ¾ Socket		6		
63	½ Sr. Dr. x 7/8 Socket		6		
64	6" Slip Joint Pliers		12		
65	8" Slip Joint Pliers		12		
66	10: Slip Joint Pliers		12		
67	10" Wise Grip With Wire Cutter Pliers		24		
68	¼ x 4" Std. Screwdriver		12		
69	5/16 x 6" Std. Screwdriver		24		
70	3/8 x 8" Std. Screwdriver		60		
71	3/16 x 3" Cabinet Screwdriver		6		
72	3/16 x 6" Cabinet Screwdriver		6		
73	3/16 x 10" Cabinet Screwdriver		6		
74	#1 3" Phillip Screwdriver		6		



ITEM NO	DESCRIPTION	MANUFACTURER NAME & MODEL NUMBER	EST QUANTITY	UNIT PRICE	TOTAL
75	#2 4" Phillip Screwdriver		24		
76	Hex Key Set		12		
77	10" Tin Snips		4		
78	Hand Grease Guns		40		
79	12" Flexible Grease Gun Hose		6		
80	Tips for Hand Grease Gun		6		

Total Bid: \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

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

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

(_____)

___ Net - 30 Days (no discount offered)

- 0 -

TOTAL NET BID \$ =====

TIME REQUIRED FOR DELIVERY 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



EXCEPTION SHEET

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



NON-DISCRIMINATION STATEMENT

The prime contractor / bidder must certify 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: _____



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.