

City of Savannah

Request for Statements of Qualification for TREE PRUNING

RFSQ – Event No. 5932
Qualifications Due: April 24, 2018 at 1:30PM EST

City of Savannah
Purchasing Division
1375 Chatham Parkway
2nd floor
Savannah, Georgia 31405

Request for Statement of Qualifications (RFSQ)

Tree Pruning

Event # 5932

1. The City of Savannah is developing a list of pre-qualified vendors to bid on various tree pruning services as needed for a period of one (1) year. Bids will only be accepted from pre-qualified vendors. Electronic responses will not be accepted. All responses must be submitted manually.

Instructions for preparation and submission of the statement of qualifications are contained in this package.

All statements of qualification are due in the Office of the Purchasing Director, 1375 Chatham Parkway, 2nd floor, Savannah, Georgia 31405 no later than 1:30PM (EST) on April 24, 2018. The names of the respondents will be read aloud at the public bid opening shortly thereafter.

All questions regarding this event must be received by 12PM (EST) on April 16, 2018. Questions must be submitted in writing to Brittany Gashi, Assistant Purchasing Director, at bgashi@savannahga.gov. The answers to all questions received will be published in addenda issued by the Purchasing Division. Companies must acknowledge all addenda issued in conjunction with this event in order for their responses to be considered.

2. Requirements for Pre-Qualification

Selection

Statements of Qualification - The City of Savannah is accepting statements of qualification from vendors to bid on various street tree pruning services as needed for a period of one year. Bids will only be accepted from pre-qualified vendors. Electronic responses will not be accepted. All responses must be submitted manually.

The information herein will be used to determine if a firm is pre-qualified to bid on various tree pruning services. The City will review all submittals and determine the selection status of all respondents. A list of pre-qualified bidders will be prepared and posted at the completion of this review and sent to all RFSQ respondents.

To be considered, each firm must submit the following information by the indicated deadline. Additional pages may be attached as needed but responses shall be in the order as listed in the request and numbered accordingly. The submittal must be signed by a corporate officer or principal. Each respondent shall submit one (1) unbound printed and

signed original, five (5) printed copies, and one (1) electronic copy on a CD ROM. "Statement of Qualifications" should be clearly written on the outside of the envelope, along with the project name, company name, and event number.

Incomplete responses and/or noncompliance with submittal instructions will eliminate responses from further consideration.

Qualified vendors must continue to meet all of the specified qualifications throughout the term of the contract. Any vendors who fail to meet any of the specified qualifications at any time will be disqualified at that time.

Qualified vendors must have performed professional tree maintenance and/or removal services as their primary livelihood for the past three (3) years.

Qualified vendors must possess a current Georgia business license. A City of Savannah business license may be obtained through the City Revenue Department.

Qualified vendors must have in their full-time employment at least one (1) current International Society of Arboriculture (ISA) Certified Arborist. Their name(s) and certification number(s) must be included in the submission. Any change in the status of the certified individual(s) during the term of this contract must be reported to the City at the time of occurrence. All certification numbers will be verified through the ISA's office.

Qualified vendors must provide three (3) references indicating past performance.

Qualified vendors, if awarded work, must perform satisfactory work according to these specifications to remain qualified. Unsatisfactory work performance will result in disqualification.

Qualified vendors must possess adequate equipment, tools, and personnel to satisfactorily perform any work which they bid on within the specified time frame. All equipment must be in compliance with these specifications and all applicable federal, state, and local rules and regulations. No day labor or temporary part-time workers/employees shall be used in the performance of the contract. Only qualified permanent full-time/part-time employees, trained and experienced in doing the required arboricultural work of this contract, shall be used under this contract. The contractor shall provide the necessary crews made up of a combination of equipment and personnel to complete contract specifications as specified in completion schedule. Individuals found not to be following the intent of these specifications shall be removed from the work site at the request of the City. Subcontracting is allowed.

All qualified vendors will be provided an opportunity to submit bids for tree pruning in accordance with these specifications for either specific individual trees or specified groups

of trees. Notices will be published as needed via email or facsimile. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract.

A specific time frame will be allowed for bids to be submitted (usually two weeks or ten (10) business days) and a specific time frame will allowed for successful bidder to complete work after purchase order (usually three (3) months).

Any work will be awarded to the qualified vendor who submits the lowest bid in accordance with these specifications.

3. Detailed Specifications

3.1 The contractor shall provide all materials, labor, tools, equipment, supervision, utilities, insurance, transportation, and consumables to remove all specified trees and grind the associated stumps at various City locations. The work shall be performed in accordance with the following specifications.

3.2 The contractor shall provide all labor, supervision, materials, tools, equipment, services, utilities, insurance, transportation, consumables, and expertise necessary to perform street tree maintenance work on specified trees on the City of Savannah right-of-way as specified herein. Since the urban forest is highly valued in Savannah, mature street tree maintenance is of a potentially dangerous nature, and requires special expertise, it is to be performed by a contractor that derives a majority of its annual income from arboricultural work and whose employees are highly trained and skilled in all phases of tree maintenance work. The contractor has the responsibility to:

- A. Prune designated street trees on the public right-of-way.
- B. Prune portions of privately-owned trees which may overhang the public right-of-way.
- C. Reserve work space along any public streets or walkways.
- D. Remove all debris and materials generated by work activities and restore work site.
- E. Guarantee that specifications be met.
- F. Keep work site safe at all times.
- G. Any work incidental to above.

3.3 Standards

All equipment to be used and all work to be performed must be in full compliance with the Occupational Safety and Health Administration (OSHA).

All equipment to be used and all work to be performed must be in full compliance with the American National Safety Institute (ANSI), specifically, ANSI Z-133 (American Standard of Tree Worker Safety and ANSI A300 (Standard Practices for Trees, Shrubs, and Other Woody Plant Maintenance).

All traffic control must be in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).

3.4 Work Locations

Trees to be maintained will be designated by the Forestry Administrator. The work location will be designated as a specified portion of street with defined boundaries. The designation may include trees on one or both sides of a designated street, and may or may not include any trees in medians or islands, if any. A description of the area will be included with each bidding opportunity. The City reserves the right to exclude any individual trees from the project.

3.5 Work Procedures

Starting and completion requirements. Work shall begin under the contract within thirty (30) days of the date of notice to proceed. All contract work shall be completed within three (3) months of the purchase order unless specified otherwise. The contractor shall not be entitled to any claims against the City or damages for hindrances or delays, from any cause whatsoever, in the progress of the work or any portion thereof. The time for completion of the work may be extended upon written request from the contractor to the contract administrator, provided the request is based on delays or suspensions that are not of the contractor; and such delays shall include, but not be limited to acts or neglects of the City or others performing additional work, or to fires, floods, abnormal weather conditions, epidemics or other acts of nature; or the request is based upon a significant change in the scope of the work which has been approved by the City. Additional time allowed shall be the equivalent number of working days or lost hours, or in proportion to the amount of extra work compared to the amount of the original contract. Request for extensions in completion dates shall be made within twenty (20) days of occurrence. The contractor shall, at the time of submitting a request for extension, also submit supporting documentation justifying the request. Time lost due to delays caused by subcontractors, an inadequate work force, or

failure of the contractor to properly supply or place orders for equipment or materials will not be justification for extensions of time.

- 3.6 Working hours. The contractor will schedule work between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding government holidays, unless otherwise authorized by the Forestry Administrator.
- 3.7 Traffic control. The contractor shall be solely responsible for pedestrian and vehicular safety and control within the work site and shall provide the necessary warning devices, barricades, flag person(s), signs and/or warning devices during the performance of the contract to protect the motorists and pedestrians. All placements of cones, signs and barricades must conform to the MUTCD. Flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection. The blocking public streets shall not be permitted unless prior arrangements have been made with the Traffic Engineering Department. The contractor is responsible to have vehicles moved during arboriculture work.
- 3.8 Supervision: The contractor shall consult with the Forestry Administrator concerning details of scheduling of all work. Contractor shall designate a competent person in charge of his work at all times to whom the Forestry Administrator may issue directives and who shall accept and act upon such directives. Failure for the supervisor to act on said directives shall be sufficient cause to give notice that the Contractor is in default of contract unless such directives would create potential personal injury or safety hazards. A Certified Arborist must be on the job site regularly while work is being performed under this contract, and must be available to provide direction to workers. The certified arborist must inspect all trees with one day of completion.
- 3.9 Inspection of work. All work must be completed to the satisfaction of the Forestry Administrator, or his/her representative and any questions as to proper procedures or quality of workmanship will be resolved by same. No invoices will be paid until the work is completed as specified.
- 3.10 Damage to trees. Climbing irons, spurs, or spikes are not used on trees to be pruned. Any tree damage caused by contractor is repaired immediately at no additional expense to the satisfaction of the Forestry Administrator.
- 3.11 Damage to property. Any damage to property as the result of the contractor's operations shall be the responsibility of the contractor. Should the damage not be rectified within the time agreed upon or to the satisfaction of the Forestry Administrator, the City reserves the right to repair or replace that which was

damaged, or assess the contractor such costs as may be reasonable and related to damage caused by the contractor, and deduct such costs from any payment due the contractor. The contractor shall inform the Forestry Administrator of any damage caused by the contractor's operation on the day such damage occurs.

- 3.12 Discontinuance of work. The City shall have the authority to suspend the work, wholly or in part by written order for such period as the City may deem necessary due to unsuitable weather, due to conditions unfavorable to work, or due to failure on the part of the contractor to carry out orders given or to comply with any provisions of the contract documents. Any practice obviously hazardous, as determined by the Forestry Administrator, or his/her representative, shall be immediately discontinued by the contractor upon receipt of either written or oral notice to discontinue such practice.
- 3.13 Personnel and equipment. The contractor shall supply all material, equipment and personnel necessary for the performance of this contract. All equipment must be in compliance with bid specifications and all applicable federal, state and local rules and regulations. All bidders must have in their possession or available to them by formal agreement at the time of bidding all necessary equipment, devices, tools, materials and supplies necessary to perform the work specified herein. Bidders shall derive all or a majority of their income from arboriculture work. No day labor or temporary part-time workers/employees shall be used in the performance of the contract. Only qualified permanent full-time/part-time employees trained and experienced in doing the required arboricultural work of this contract shall be used under this contract. The contractor shall provide the necessary crews made up of a combination of equipment and personnel to complete contract specifications as specified in completion schedule. Individuals found not to be following the intent of these specifications shall be removed from the work site at the request of the City.
- 3.14 Work crew supervision. The contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be authorized by the contractor to accept and act upon all directives issued by the City.
- 3.15 Permission to work on private property: It may be necessary for the contractor to enter private property to safely perform maintenance on City trees. It is the contractor's responsibility to secure permission from any property owner(s) before trespassing on their property.
- 3.16 Utility agencies: The contractor must notify the appropriate utility agencies any time assistance is needed to work safely around overhead or underground installations. Tree trimming and removal operations may be conducted in areas

where overhead electric, telephone, and cable television facilities exist. The contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to his operations. The contractor shall make arrangements with the utility for removal of all necessary limbs and branches that may conflict with or create a personal injury hazard in conducting the operations of this contract.

- 3.17 Clean up: Clean-up procedures are completed within two hours after debris has been placed around the site of each tree requiring pruning or removal. The work site is left equal to or cleaner than pre-work conditions. It shall be the responsibility of the Contractor to remove and dispose in a proper and acceptable manner all logs, brush, and debris resulting from the tree maintenance operations. Wood may be left for residents at the residents' request, but that not taken must be disposed.

3.18 Street Tree Maintenance Procedures

General pruning specifications: All tree pruning must conform to latest revision of ANSI A-300. Generally, trees are pruned to allow for development or maintenance of the trees' natural growth habit. All cuts shall be made as close as possible to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub. Stub cutting is only permitted with permission of the Forestry Administrator, on damaged trees where pruning as described above would remove an inordinate amount of wood from the tree. Bark at the edge of all pruning cuts should remain firmly attached. All branches too large to support with one hand shall be precut to avoid splitting or tearing of the bark. Where necessary, ropes or other equipment should be used to lower large branches or stubs to the ground.

- 3.19 Mature street tree maintenance. Mature trees should be pruned to maintain healthy canopy over roadways, provide adequate clearance for traffic, and to prevent obstructions of regulatory signs, signals, and visibility of traffic.
1. Crown cleaning - Remove all dead wood greater than two inches (2") and smaller deadwood where practical to do so. Remove all included bark limbs up to three inches (3") and notify the Forestry Administrator of any included bark limbs greater than three inches (3") in diameter. Clumps of water sprouts may be either thinned or removed, depending on the tree structure and the need for new foliage growth because of previous damage.
 2. Crown raising/clearance – Unless otherwise directed, all large, established trees should be pruned to maintain fourteen feet (14') clearance over travel lanes and eight foot (8') clearance over sidewalks, lawns, and driveways.

Trees should also be pruned six feet (6') away from all buildings or structures. A live crown ratio of at least 50% on each tree must remain after pruning. The Forestry Administrator should be notified in advance of any limbs greater than six inches (6") to be removed.

- 3.20 Juvenile tree maintenance. Juvenile trees should be pruned to develop a strong scaffold structure. The contractor should prune juvenile trees to maintain or develop a strong central leader (excurrent branch habit), and prune out crossing branches and limbs or stems with included bark. Juvenile trees should also be pruned to provide as much street and sidewalk clearance as possible without adversely affecting the vitality of the tree. A live crown ratio of at least 50% on each tree must remain after pruning. Only manual tools shall be used on trees less than six inches (6") in diameter at breast height (4.5 feet). All saws must have a hollow ground, tri-cut blade. Only by-pass type pruners shall be used. Trees recently pruned (within two years) may not be assigned to contractor.
- 3.21 General tree maintenance. Pruning also includes removal of any branches infected with mistletoe or other parasitic plants. Poison ivy or other toxic plants should be completely severed at ground level and removed to height of at least six feet (6'). Wisteria or other potentially girdling vines, or any plants which obstruct inspection of the trees should be completely severed. Spanish moss and resurrection fern need not be removed. Basal sprouts and epicormic sprouts should be removed. Foreign objects such as rope, wire, nails, hose, lumber, and signs should be removed unless removal will cause further injury to the tree. Unless otherwise directed, vines, weeds and wild growth within 3 feet of trunk should be removed.
- 3.22 Tree inspection. All trees serviced should be aerial inspected by a certified tree worker or another tree worker under the supervision of a certified arborist. If any defects or conditions are found which indicate that a tree should be removed, the contractor shall stop work on that tree and notify the Forestry Administrator. Work shall not resume on that tree until directed by the Forestry Administrator.
- 3.23 Tree climbing. Use of aerial lift bucket truck does not excuse contractor from climbing trees.
- 3.24 Tree wound treatment. Tree wound dressings shall not be used.
- 3.25 Pruning tools. All pruning tools shall be cleaned thoroughly with alcohol, hydrogen peroxide, or chlorine bleach before working on a tree and on trees known to be infected with diseases such as ceratocystis, hypoxylon canker, oak wilt, or verticillium wilt, after each and every cut. Equipment that will damage the bark and

cambium layer should not be used on or in the trees. For example, the use of climbing spurs (hooks or irons) is not an acceptable work practice for pruning operations on live trees. Sharp tools shall be used so that clean cuts will be made at all times.

- 3.26 Site restoration. All cut limbs shall be removed from the crown upon completion of the pruning. Clean-up of branches, logs, or any other debris resulting from any tree pruning shall be promptly and properly accomplished. The work area shall be kept safe at all times until the clean-up operation is completed.
- 3.27 Tree removal. Removals, if authorized by the Forestry Administrator, will include topping and other operations necessary to safely remove the assigned trees. No trees or trunks are felled onto pavement. Work includes removal of basal sprout and brush and weeds within three feet (3') of the trunk. The tree stump will be ground out to a depth of twelve inches (12") below the normal surface level including all surface roots. Immediately after grinding each stump, the grindings must be removed from the work area. Adjacent sidewalks, lawns, streets, and gutters shall be cleaned.
- 3.28 Backfill consisting of clean, earthen soil should be used to fill the cavity, free of debris, to normal ground level and seeded with an approved seeding mix. Do not backfill with wood chips. All debris disposal must be provided by the contractor at no additional cost to the City. The chosen contractor will be required to follow the ANSI Z-133 Standards for tree worker safety.
- 3.29 Additional Specifications for Municipal Cemeteries
 - 3.29.1 The municipal cemeteries include Colonial Park (201 East Oglethorpe Avenue), Bonaventure (330 Bonaventure Road), Greenwich (330 Greenwich Road), Laurel Grove North (802 West Anderson Street) and Laurel Grove South (2101 Kollock Street).
 - 3.29.2 All work performed in any municipal cemetery must be in accordance with the Rules and Regulations of Municipal Cemeteries. Copies are available upon request from the Department of Cemeteries, 330 Bonaventure Road (telephone (912-651-6843). The standard work permit fee will be waived for any work performed under this contract.
 - 3.29.3 All work in the cemeteries must be performed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding City Holidays.
 - 3.29.4 The contractor and his/her employees must be neat in appearance.

Employees must wear uniforms with contractor's logo clear and visible. Uniforms shall include shirts, long pants and safety shoes. No clothing with offensive print or designs will be allowed.

3.29.5 Work operations shall not be performed in any area where a funeral is being held. Workers may move to another area not in conflict with funeral services.

3.29.6 The contractor and his/her employees shall not lean or rest on monuments, tombstones, statues, etc. Gear, equipment, or personal belongings shall not be placed on monuments, coping, or any structure within a cemetery lot.

3.29.7 Loud conversation or offensive language is not permitted on cemetery property. The playing of electronic audio devices is not permitted on cemetery grounds. Firearms, alcohol, or illegal drugs are not allowed in the cemetery.

3.29.8 The Department of Cemeteries reserves the right to restrict work activities in any section or sections of the cemetery for any time and for any reason.

3.29.9 The contractor must follow all federal, state, and local laws, ordinances and requirements.

3.30 Basis of Payment

The contractor shall be paid for the work upon completion. No more than one (1) work invoice will be processed per week.

3.31 Permits

The contractor will be responsible for obtaining all required permits. Fees for the City of Savannah permits will be paid for by the City.

General Contractor

4.1 Information regarding the business entity and principals:

Firm name: _____

Address: _____

Phone: _____

Fax: _____

Year firm was established: _____ Specify type of ownership: _____

Name of two (2) principals to contact:

Principal 1: Name and title: _____
Phone number: _____
E-Mail address: _____

Principal 2: Name and title: _____
Phone number: _____
E-Mail address: _____

4.2 Total dollar value of all projects successfully completed over the past five (5) years:
\$ _____

4.3 Number of persons currently employed: Total: _____

Management: _____ Clerical: _____ Professional: _____
Technical: _____ Skilled labor: _____ Common labor: _____

4.4 Complete Table 4.4, listing similar projects completed as the general contractor by the office or group that will perform the proposed work. Provide all information requested in the table. Related experience must be in construction of projects that include large scale tree removal work performed under contract similar in size and scope as this request. For the sake of this request size and scope would equal twenty five (25) mature trees of a minimum 24 inch diameter in various locations done within a 30 day period.

4.5 Attach evidence of financial ability to complete the project. Evidence may include Standards and Poor's rating, credit ratings and information, or other financial information.

4.6 Attach evidence of insurability for projects of this type. Include current certificate of insurance including worker's compensation coverage.

4.6.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000

- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.6.2 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.

4.6.3 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.

4.6.4 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.

4.6.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better. Any modifications to specifications must be approved by the City.

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

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

A minimum of thirty (30) days' notice prior to cancellation shall be given to the City

of Savannah, in writing, prior to cancellation by insurance carrier.

4.7 All applicants must possess adequate equipment, tools, and personnel to satisfactorily perform any work which they bid on within the specified time frame. All equipment must be in compliance with these specifications and all applicable federal, state, and local rules and regulations. No day labor or temporary part-time workers/employees shall be used in the performance of the contract. Only qualified permanent full-time/part-time employees trained and experienced in doing the required arboricultural work of this contract shall be used under this contract. The contractor shall provide the necessary crews made up of a combination of equipment and personnel to complete contract specifications as specified in completion schedule. Individuals found not to be following the intent of these specifications shall be removed from the work site at the request of the City. Subcontracting is allowed.

4.8 Disclose any claims between the contractor and an owner within the preceding five (5) years that were filed in court or resulted in arbitration. _____

4.9 Disclose any refusals by an insurer to renew an insurance policy issued to the contractor within the preceding five (5) years:

4.10 Disclose any claims between the contractor and any owner or sub-contractor that remain outstanding at the time of this response to this RFSQ: _____

4.11 Disclose any nonpayment issues with sub-contractors, suppliers, or equipment companies:

4.12 Disclose any current litigation:

- 4.13 Demonstrate an industry standard safety record. Provide NCCI (or other official rating bureau) experience modification rating for the last three (3) years:

Attach company safety training policies, including mandatory employee training requirements, additional safety training, and frequency of safety training.

- 4.14 Describe your firm's DBE Compliance Plan by completing Table 4.14.

- 4.15 List any current project listed as completed, but not accepted, i.e. – in the punch list stage (Complete Table 4.15).

CONTRACTOR: _____

SUBMITTED BY: _____

Signature of Corporate Officer or Principal

NAME & TITLE (PRINT): _____

ADDRESS: _____

CITY/STATE: _____

ZIP: _____

TELEPHONE: (_____) _____
AREA CODE

FAX: (_____) _____
AREA CODE

EMAIL ADDRESS: _____

FEDERAL TAX IDENTIFICATION NUMBER: _____

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY).
CHECK ONE:**

_____ **NON-MINORITY OWNED**
_____ **AFRICAN AMERICAN**
_____ **HISPANIC**
_____ **WOMAN**

_____ **ASIAN AMERICAN**
_____ **AMERICAN INDIAN**
_____ **OTHER MINORITY**

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS EVENT:

ADDENDUM _____ #
DATE _____

TABLE 4.14 - DISADVANTAGED BUSINESS COMPLIANCE PLAN

The Contractor shall submit a Disadvantaged Business Enterprise (DBE) Compliance Plan to demonstrate their corporate policy regarding DBE's, their recent history involving achievement of DBE utilization goals, and the compliance plan and methodology proposed to achieve the specified utilization goal.

Please respond to the following questions in order to comply with this request.

1. State your corporate policy regarding DBE participation.		
2. List your recent history involving achievement of DBE in the table below.		
Name of past projects involving DBE's.	DBE Goal of Project	% of DBE Goal Met
3. Detail the proposed methodology to achieve the specified DBE goal for this project in the space provided below. Please <u>be concise</u> in explaining the step-by-step process you will follow to obtain participation by DBEs		
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 		

Table 4.15 – CURRENT PROJECTS COMPLETED BUT NOT ACCEPTED (PUNCH-OUT)

PROJECT NAME	CONTRACT DOLLAR VALUE	DATE OF PUNCH LIST INSPECTION	CALENDAR DAYS ON PUNCH LIST	EXPECTED DATE OF PUNCH LIST COMPLETION	COMMENTS