



Event # 3072 – TREE ROOT DAMAGE REPAIR

This letter extends to your Firm an invitation to submit a bid to supply the City of Savannah with equipment, supplies, and/or services as indicated above. Sealed bids for the above will be received in the Office of the City Purchasing Director, Third Floor, City Hall, 2 E. Bay Street Savannah, Georgia 31401 up to 1:30 p.m. on 4/21/15 at which time, bids will be opened and publicly read. Bids not received in the Purchasing Office by the time and date specified will not be opened. The Minority Participation Provisions will be evaluated and those bids found to be in compliance with the Minority Participation Provisions shall be opened and read aloud at 1:30 PM on 4/28/15.

Instructions for preparation and submission of a bid-proposal are contained in the attached packet. Please note that specific forms for submission of a bid proposal are required. Bids must be typed or printed in ink. If you choose not to submit a bid, no further action is required.

The City of Savannah has an equal opportunity purchasing policy. The City of Savannah seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs. The City affirmatively works to encourage utilization of minority business enterprises in our procurement activities. The City provides equal opportunities for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, national origin or handicap. A "minority business enterprise" is defined as "one whose ownership is at least 51% held by persons who are Black, Asian-American, American Indian or Spanish Surnamed Americans".

Bidders shall comply with Section 01310, Minority Participation Provisions, which requires bidders to submit documentation of compliance with these provisions in a separate sealed envelope with their bid. Further attention is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontract and opportunities for project area residents.

The MWBE goal for this project is 15%, 11% Minority 4% Women.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the City will issue a written addendum to document all approved changes. **Any bid submitted which does not acknowledge the receipt of an addendum will not be considered.**

Bids shall be submitted in two separate sealed envelopes. One envelope shall contain the Minority Employment Provisions and shall be clearly marked with the project name, bid number and "Section 01310 Minority Employment Provisions." The other sealed envelope shall contain all other bid requirements and shall be clearly marked with the project name and bid number. The envelope containing the minority employment provisions shall be attached to the outside of the bid envelope and delivered to:

**Purchasing Department
City Hall, 3rd Floor
2 East Bay Street
Savannah, Georgia 31401**

Mark the outside of the envelope as follows:

CONTRACT NAME: Tree Root Damage Repair
EVENT NUMBER: 3072

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to establish an annual contract for the repair of pavement, curb, and sidewalk damaged by the intrusion of tree roots. Bidders should be aware that in most instances the Park and Tree Department, phone # **912-651-6610**, will be required to make an assessment of the situation after the site has been excavated. If tree roots are encroaching in the excavated area, under no circumstances are they to be cut, or trimmed without the written approval of the Park and Tree Department.

In all cases, the City representative will generally describe the work, location, and timing requirements involved. Generally, the City of Savannah will try to schedule the work in the same geographic location; however, some of the scheduling will also be dictated by priority. No additional payment will be permitted for mobilization, demobilization, traffic control, lost time, and/or multiple visits to the site. The time allowed to complete repairs at each site shall be ten (10) working days from notification by the City. The ten (10) days allows for site inspection, measurement, and repair.

4.1 Materials

The contractor shall supply all materials required for the completion of the work and these materials shall conform to the specifications. The contractor shall be responsible for the disposal of any materials, debris, etc that is deemed surplus to the City of Savannah's requirements. Any materials deemed salvageable are to be taken to the City of Savannah's holding facility, located at Sycamore Street. Concrete spoils will be taken to the Sycamore Street yard unless directed otherwise by project manager. Contractors are asked to give a per square yard price to dispose of concrete spoils at a legal landfill.

4.2 Location of Existing Structures and Utilities

Prior to commencement of work, the contractor shall contact the Georgia Utilities Protection Center, Inc. (1-800-282-7411) to obtain locations of underground utilities; the City of Savannah, Traffic Engineering Department (912-651-6600) for locations of underground traffic signal cables; and the City of Savannah, Information Technology Department (912-651-6907) for the location of underground communication cables.

Any damages to utilities will be repaired at no additional cost to the City.

4.3 Traffic Control

All traffic control and traffic control devices shall conform to Manual of Uniform Traffic Control Devices, Millennium Edition. The contractor shall provide all necessary equipment, including, but not limited to, cones, barrels, signs and flashing arrows. The site shall be barricaded and secured during the construction phase and shall not be removed until the work is completed. The barricades are to be furnished by the contractor, shall be reflective and have flashing lights (Type I barricade, Manual of Uniform Traffic Control Devices, Millennium Edition or latest revision.).

4.4 Excavation

Refer to City of Savannah Specification, Section 2200 Earthwork, and clause 4.2.1 of Specification: Pavement Restoration, Tree Root Damage. This item includes saw cutting, excavation, and disposal of spoil; trimming and compaction of the sub-grade; and supply, and installation of geotextile fabric.

4.5 Backfill

Refer to City of Savannah Specification, Section 2200 Earthwork and clause 4.2.3 of Specification: Pavement Restoration, Tree Root Damage. This item includes supply, placement and compaction of select backfill material. All select backfill material must be approved by the City of Savannah prior to placement.

4.6 Concrete - 5000 psi: Base and Pavement

Refer to City of Savannah Specification, Section 3300 Cast-in Place Concrete, and clause 4.2.5 of Specification: Pavement Restoration, Tree Root Damage. This item includes formwork, supply

(including concrete tint if concrete is exposed, Savannah brown, 2.5 lbs per cubic yard), placement, and finishing of concrete.

4.7 **Basecourse - Unbound - Granite Aggregate Base Course (GABC)**

Refer to City of Savannah Specification, Section 2600 Pavement, and clauses, 4.2.6 through 4.2.6.3 of Specification: Pavement Restoration, Tree Root Damage. This includes supply, placement, trimming, and compaction of material as specified. Payment will assume a depth of eight inches (8") placed and compacted. For every inch of material placed above or below the eight inch (8") standard, a deduction or addition of payment will apply at 12.5% or 1 inch of depth.

4.8 **Asphalt Paving**

Refer to City of Savannah Specifications, Section 2600 Pavement, and clause 4.2.1 of Specification: Pavement Restoration, Tree Root Damage. This includes supply, placement, and compaction of material as specified.

4.9 **Concrete Sidewalks**

4.9.1 **Meter Boxes**

In performing demolition of the sidewalks, care must be taken in protecting the existing water meter boxes and lids, and adjacent sidewalk. The meter boxes shall be reinstalled to the exact grades of the new concrete sidewalks. The contractor at no extra cost to the owner shall replace any meter boxes and/or lids broken by the contractor's negligence. Existing meter boxes and lids that were broken when work commenced will be provided by the City and installed by the contractor

4.9.2 **Excavation and/or Removal of Existing Sidewalk**

When removing damaged sections of sidewalk and abutting sections are to remain, the existing joint (s) must be saw cut full depth to a neat edge with a masonry saw. This will isolate vibrations from jackhammers and prevent damage to areas not to be removed. Any sidewalk not designated for removal but damaged by contractor shall be replaced at contractor's expense.

Excavate the designated areas of sidewalk, trim, and prepare subgrade to the required grade, if necessary add material, ensuring that the resultant surface is well compacted (98% Standard ASTM D-698). Remove all concrete, rubble, organic material, and foreign matter and deposit off-site at a licensed landfill disposal site.

4.9.3 **Formwork**

Forms shall be wood or metal, straight, free from warp, of sufficient strength to resist spring during concreting operations, kept in place a minimum of twenty four (24) hours, and shall conform to City of Savannah Specifications, Section 3300, Cast in Place Concrete.

4.9.4 **Finishing**

Float concrete until one-quarter (1/4) inch of cement gel is brought to the surface. Steel trowel until dense surface is obtained. Finish with broom at right angles to alignment of walk, then round all edges with one-quarter (1/4) inch radius after brooming. The brooming shall not create any sag area near the edge of the new sidewalk.

4.9.5 **Expansion Joints**

Shall be full depth at 40 feet intervals and should match joints in existing curb and gutter. The expansion joint shall be four inch (4") inch pre-molded and continuous. Expansion joint (s) shall be also be formed where existing concrete adjoins the new sidewalk.

4.9.6 **Contraction Joints**

Contraction joints shall be one quarter (1/4) of slab thickness at maximum 10' spacing; however, all joints should match existing ones and should also match joints in any adjacent

curb and gutter. Joints may be saw cut or formed using a jointer having 1/4" radius and cutting blade not over 1/4" thick. Use immediately following brooming of surface.

4.9.7 The elevation of the sidewalk shall adhere to the elevation of the existing sidewalk abutting the repair. When more than one (1) section of sidewalk is removed and/or replaced together, elevations must be set to allow for 1/4" per foot crossfall, sloping from the property line to the curb.

4.9.8 The contractor shall ensure that the site is cleaned up, all extraneous materials removed, and that once the formwork is removed the adjacent disturbed areas are backfilled with soil, the backfill placed such that it is level with the finished sidewalk and blended to the existing topography.

4.9.10 **Approved Material**

The contractor shall provide the concrete used in the repairs which shall be tinted per City standards (Lambert Savannah Brown, with a ratio of 5lbs per cubic yard)and shall be a 5 bag mix with a compressive strength of not less than 3000 psi in twenty-eight (28) days with a thickness of 4 inches. Concrete used across driveways and roadways shall be 5000 PSI per city specifications with a thickness of 8 inches. **The joint pattern, and finish, shall be the same as exists, unless otherwise specified by the City.** Concrete mix to have one and one half (12) pounds of polypropylene fibers added per one (1) cubic yard of mix. Ensure that fibers are homogeneously mixed into concrete.

4.10 **Curb Removal and Reconstruction**

4.10.1 **Concrete Curbs**

This section covers the removal and replacement of existing curb and/or curb and gutter, and the installation of new curb and/or curb and gutter. The following curb types are included; Standard Curb and Gutter, Roll curb and gutter ("S" Curb), pitched gutter, header curb, and standard depressed curb and gutter, and depressed curb and gutter for lanes and commercial establishments.

4.10.2 New and replaced concrete curb to comply with Section 0300, Cast In Place Concrete, of the City of Savannah's Technical Specifications, and City of Savannah Standard Construction Details, Curb and Gutter Details, Plate P2.

4.10.3 Where the curb is integral with the sidewalk, and requires removal and reconstruction, payment will be based on the area of sidewalk removed. No additional payment will be allowed for curb removal.

4.11 **Granite Curbs**

The section covers the adjustment to grade of existing granite curb, and the installation of new or used granite curb to grade.

4.11.2 Refer to Street Maintenance Specifications: Installation of Granite Curb.

4.11.3 The City of Savannah shall provide all granite curbing, either new or salvaged. The granite curb is stored at the City of Savannah's storage facility located at Sycamore Street, Savannah.

It shall be the contractor's responsibility to load the granite curb at the City's storage facility, transport, and unload the granite curb at the relevant job site. To arrange to pick up the granite curb blocks, contact the construction inspector's office at 912 651 3235, giving 24 hours notice prior to picking up the curb blocks.

4.12 **Wheelchair/Handicapped Ramps**

4.12.1 Refer to the following specifications: City of Savannah's Technical Specifications, Section 0300, Cast in Place Concrete. Street Maintenance Specifications, Sidewalk - Brick on Concrete, Sidewalk - Brick on Sand, Supply and Installation of Granite Curb and the Code of Federal Regulations, Part 36, ADA Standards for Accessible Design commonly known as ADA Accessibility Guidelines (ADAAG).

4.12.2 Where sidewalk repairs are performed at the end of the block, where curbing exists, the curbing shall be adjusted, or removed and reconstructed to conform to current ADA guidelines. Wheelchair ramp construction shall be in accordance with standards set forth in the City of Savannah's standard detail, or as specified by the Director, Street Maintenance Department, City of Savannah. **Any handicap ramp constructed that does not meet ADA criteria, or as specified, shall be removed and replaced at the contractor's expense.**

The pay item for all handicap ramps shall be by single unit (each), and shall include all work required to provide a complete finished product, including, but not limited to, excavation, All materials, concrete stamps, saw cutting, adjustment or reconstruction of curbing, and pavement restoration. Truncated dome pavers for handicap ramps will be provided by the City.

4.13 **Inspections**

The contractor will notify the City prior to the start of work, prior to any testing being undertaken, and prior to any concrete pour at each site to allow the City's inspector to examine the work throughout the project. The contractor will notify the City at the completion of the project (including final cleanup) so that the final inspection can be made.

4.14 Prior to commencement of work, the contractor shall contact the Georgia Utilities Protection Center. Inc (1-800-282-7411 or 811) to obtain locations of underground utilities, the City of Savannah, Traffic Engineering Department, (912-651- 6600) for locations of underground traffic signal cables, and the City of Savannah, Information Technology Department, (912-651- 6907) for the location of underground communication cables.

4.15 A right-of-way permit must be obtained from the Traffic Engineering Department (912-651-6600) by the contractor for any work performed in City right-of-ways. Permit fees will be waived for City projects.

5.0 **Insurance Requirements**

5.2 **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

5.3 **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

5.4 **Workers Compensation**

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employers 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

5.5 **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

5.6 **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

6.0 **Annual Contract**

This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This contract may be extended for three (3) additional one (1) year periods at the same terms and conditions upon mutual agreement of the contracting parties.

6.1 **Qualifications/References**

The vendor must be able to demonstrate the successful completion of projects with a similar scope of work. The vendor shall supply a minimum of three references (including Company name, contact person and phone number) for whom he has completed similar projects.

7.0 **General Specifications**

7.1 The bid response must include the following documents in this order

- Bid Proposal Form
- 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.

7.2 Original invoices should be sent to: City

of Savannah
Accounts Payable
P.O. Box 1027
Savannah, GA 31402

Duplicate invoices should be sent to the requesting department.

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

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

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: 3072
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 _____ 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	EST. QTY.	UNIT PRICE	TOTAL
1	Remove, Excavate, Dispose of resulting debris and Replace concrete sidewalk (4 inch in thickness) to specifications (4000 PSI)	4400 Sq Yds		
2	Remove, Excavate, Dispose of resulting debris and Replace concrete sidewalk (6 inch in thickness) to specifications (4000 PSI)	500 Sq Yds		
3	Remove, Excavate, Dispose of resulting debris and Replace concrete (8 inch in thickness) to specifications (5000 PSI)	500 Sq Yds		
4	Remove, Excavate, Dispose of resulting debris and Replace Brick sidewalk	2000 Sq Yds		
5	Install ADA Compliant Handicap Ramps – concrete or Brick (truncated dome pavers supplied by City)	100 Each		
6	Remove, Excavate, Dispose of resulting debris and Replace Concrete Curb	2000 LF		
7	Install Concrete Curb	2000 LF		
8	Adjust Existing Granite Curb to grade	2000 LF		
9	Install Granite Curb	2000 LF		
10	Basecourse (GABC) Supply, Place and Compact	1000 Sq Yds		
11	Asphalt Remove/Excavate, supply and place	200 Tons		
12	Traffic Control – Beyond reasonable and customary per sec. 4.3	20 Each		
13	Sod Placement w/appropriate soil preparation	500 Sq Yds		

14	Hydroseed w/appropriate soil preparation	500 Sq Yds		
15	Cost per square yard to dispose of spoils in legal landfill (AMD Materials Unsuitable)	2000 Cu Yds		

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

REFERENCES

Company Name: _____
Contact: _____
Phone Number: _____

Company Name: _____
Contact: _____
Phone Number: _____

Company Name: _____
Contact: _____
Phone Number: _____

Company Name: _____
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Contact: _____
Phone Number: _____

**SECTION 01310
MINORITY EMPLOYMENT PROVISIONS**

The City of Savannah actively encourages minority and women employment and participation in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that minority/women-owned business enterprises (M/WBE) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize minority and women-owned subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established a 15% M/WBE goal for this project. The breakdown is as follows: 11% MBE, 4% WBE Participation.

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Minority Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of minority/woman business enterprise participation (Sec. 01310-4) and;

Failure to MEET THE GOAL shall result in the bid not being read or considered.

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of M/WBEs.
- ✓ Advertising in general circulation media, trade association publications, or minority and women business enterprise media to solicit bids from M/WBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for M/WBE subcontracting in trades with established availability of M/WBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to M/WBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be debarred from participating in future City contracts.

The contractor is required to fulfill any M/WBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to any substitution.**

Any M/WBE listed in the completed form entitled "Proposed Schedule of M/WBE Participation" (Section 01310-4) **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.

No bidder shall enter into an agreement with any M/WBE that would in any way limit the M/WBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The bidder will enter into a formal agreement with the M/WBE Subcontractors/Proposers for work listed in the "Proposed Schedule of M/WBE Participation", conditioned upon executing a contract with the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor for work listed in the schedule.

Please NOTE: 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.

The following resources are available to aid bidders in complying with this section:

City of Savannah Minority/Women-Owned Business Enterprise (M/WBE) office maintains a list of Minority and Women-Owned Business Enterprises. Contact (912) 652-3582 or visit the website for Area M/WBE vendors at www.savannahga.gov.

The State of Georgia Department of Transportation maintains a website listing of Disadvantaged Business Enterprises to include DBE/WBE contractors, Consultants and Suppliers located at <http://www.dot.ga.gov/doingbusiness/contractors/pages/default.aspx>

Chatham County Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include DBE/MBE/WBE contractors, Consultants and Suppliers. Contact (912) 652-7860.

GA Tech Procurement Assistance Center maintains a listing of Disadvantaged Business Enterprises to include DBE/MBE/WBE contractors, Consultants and Suppliers. Contact (912) 963-2524.

Savannah/Hilton Head International Airport Commission maintains a listing of Disadvantaged Business Enterprises to include DBE/MBE/WBE contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at www.savannahairport.com

Small Business Assistance Corporation maintains a listing of Disadvantaged Business Enterprises to include DBE/MBE/WBE contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at www.sbacsav.com.

NON-DISCRIMINATION STATEMENT

The prime contractor / 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. 3072
 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.