

SECTION II

SCOPE OF WORK

Event # 4203 – Global Positioning System / Automatic Vehicle Locator (GPS/AVL) System Annual Contract

2.0 Description of Project

The City of Savannah is now accepting proposals for a Global Positioning System (GPS) / Automatic Vehicle Locator (AVL) system. The initial implementation of this system will be for vehicles in the Savannah Chatham Metropolitan Police Department (SCMPD) fleet. If the implementation is successful, it is anticipated that this solution may be extended into the remaining fleet of vehicles used by all departments in the City of Savannah. Electronic responses will not be accepted.

The primary goal of this project is for the solution to be used by SCMPD to:

- Generate historical reports and maps to track and document vehicle activity in different service jurisdictions; and
- Assist in officer deployment management in daily and critical operations.

The SCMPD is jointly funded by the City of Savannah and Chatham County. The historical reporting functions of this system will be relied upon to determine cost allocations between the two (2) entities. Time spent by vehicles within the boundaries of the City of Savannah and the boundaries of unincorporated Chatham County will determine the cost allocation model. It is imperative that the historical reporting be able to accurately track and report vehicle activity in different jurisdictional areas.

The City of Savannah and Chatham County utilize ESRI ArcGIS mapping tools and maintain layers to be used with this system. Mapping layers may include, but not be limited to, jurisdictional boundaries, neighborhood, and precinct boundaries.

Additional benefits of this system, will be in overall fleet management and risk management activities that may include, onboard vehicle diagnostics, unit operating status, vehicle idling and stop time, real-time position, speed, location, direction, distance traveled in a given time frame, fuel-use, and geo-fence violations.

The SCMPD fleet is comprised of approximately 605 vehicles. The vehicles are purchased and maintained by both the City of Savannah and Chatham County. Approximately 464 vehicles belong to the City of Savannah and are maintained by City of Savannah Vehicle Maintenance Department staff. Approximately 141 vehicles belong to Chatham County and are maintained by Chatham County Fleet Operations staff. The current inventory of SCMPD vehicles is in Appendix A.

Implementation of this system in SCMPD vehicles will be conducted in two (2) phases. Phase One will consist of all marked vehicles in the Patrol Department, (249 vehicles) and must be completed within 60 days of signing of this contract. Phase Two will consist of the remaining

vehicles in SCMPD (337 vehicles). A timeline to complete Phase Two will be determined between the City of Savannah and the selected vendor.

The remaining City of Savannah fleet consists of approximately 1700 vehicles. If the implementation of this system is successful with the SCMPD fleet, this solution may be extended into the remaining fleet in a multi-year, phased implementation.

2.1 Scope of Services

2.1.1 System Configuration: The successful vendor will be responsible for all system configuration needed for implementation of the system. The system must provide all functional requirements as defined in Section III.

2.1.2 Implementation schedule and timeline: Implementation of this system will be conducted in two phases. Phase One will consist of all marked vehicles in the Patrol Department, 261 vehicles, and must be completed within 60 days of signing this contract. Failure to complete Phase One within the defined time period will result in non-payment for any outstanding Phase One vehicles to be completed.

Phase Two will consist of the remaining vehicles in SCMPD, 339 vehicles. A timeline to complete Phase Two will be finalized by the City and the selected vendor once the project has been awarded.

2.1.3 Installation Training: It is the expectation that City and County fleet maintenance staff will install and replace units in vehicles after the project implementation has been completed. The vendor will provide on-site installation training for up to ten (10) fleet maintenance staff.

2.1.4 Project Management: The City requires that the selected vendor assign a project manager to direct the configuration and implementation of this project. The project manager should have a minimum of three successful implementations of the proposed system for similar sized projects.

2.1.5 Licensing: Licensing must be provided for a minimum of 150 unique user names and passwords for City staff to perform administrative functions within the system. License pricing structure must be included in the cost section of the proposal.

2.1.6 Hosted / Maintenance Fees: Proposers should include a detailed description of annual hosting fees and what is included in these fees. Applicable maintenance options and their related costs should also be presented.

2.1.7 Data Integration: It is preferred that the selected solution be capable integrating (either real-time or via a file transfer process) with the City's fleet management system, Fleet Anywhere Asset Works/ Fleet Focus version 6.21, and the City's 911 Dispatch system, Tri-Tech (formerly Tiburon) Command CAD version 2.8 Integration may also be considered with the City's ID Badge system, S2.

- 2.1.8 System Training: The City requires initial on-site or web-based training for the system administrator(s) and City-designated key end users. Describe what training materials are utilized and what documentation is provided within the system. Itemize all system administrators and end user training recommended to operate the system. Describe on-going training opportunities to include follow-up, on-site training, vendor hosted webinars, and online computer based training.
- 2.1.9 Technical support: Technical support must be available at an appropriate level to support business functions. The City requires all support calls to be fielded by knowledgeable support staff. The proposer should provide a description of technical support levels and functions, including how to access technical support, how calls are logged and tracked and the escalation process for problem resolution.
- 2.1.10 Upgrades: The proposer shall provide a thorough explanation of system upgrades. This must include detail of annual support costs, any additional costs for major upgrades, and the process of testing and training staff on new system versions, features, and functionality.
- 2.1.11 Storage capabilities: The proposer shall describe the storage and retention functionality of the system.
- 2.1.12 Audit capabilities: The proposer shall describe the audit capabilities of the system. Specifically, to identify internal users of the system by login name, date, time, and identify their activity within the system. Also, the proposer shall demonstrate how activities are tracked and stored in the audit log of the system.
- 2.1.13 References: The proposer shall provide a minimum of three (3) references that are using the proposed system. References shall be operating a similar size and type organization. See Attachment 1. Attachment 1 must be included in order for proposals to be considered.

For each reference, the following information should be provided:

- Agency Name
- Fleet size/ number of units purchased & installed
- Estimated total number of sworn/civilian staff
- Estimated population served
- Contact Name
- Contact Title
- Contact Phone

- 2.1.14 Qualifications: The proposer shall demonstrate its knowledge and experience in providing solutions and/or services listed above in the response.
- 2.1.15 Costs: In Section IV – Fee Proposal, the proposer must detail all cost items for software, implementation and training. Include line item costs for any required hardware and all software. Define licensing structure and costs. The first year's maintenance and support

shall be included in the initial cost. Also, the yearly costs for years two (2) through five (5) for support, maintenance, and upgrades shall be included.

2.2 Proposal Format

Proposals shall be submitted in the following format and include the following information:

- Statement of vendor qualification and list of similar projects performed.
- List of project references.
- Response to functional requirements list.
- Fee Proposals per instructions in Section IV signed by responsible party.
- Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.
- Copy of the proposed contract and user license agreement should the vendor be selected.
- Other submittals as stated

2.3 Basis of Award

Proposals will be evaluated according to the following criteria and weight at a minimum.

- a) Proposer's qualifications and experience in providing systems to similarly sized municipalities *(20 points)*
- b) System capabilities, ability to meet functional requirements *(25 points)*
- c) Ability to complete Phase One in required timeframe *(10 points)*
- d) Fees, including installation, training, maintenance, and support *(20 points)*
- e) References *(10 points)*
- f) M/WBE Participation *(10 points)*
- g) Local Preference *(5 points)*

Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposers as it deems necessary. The City reserves the right to shorten the list of proposers selected for interviews or further evaluation.

The City reserves the right to request a Best and Final Offer (BFO), and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.4 Copies: One (1) unbound, printed, and signed original, and ten (10) identical, printed copies of the proposal and supporting documents must be submitted in response to this RFP. All responses must relate to the specifications as outlined.

2.5 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation

and submission of proposals are contained in this package. All questions regarding this RFP should be submitted in writing and emailed to the person listed on the summary event page.

2.6 Minority/Woman Business Enterprise Goals: The City of Savannah desires that this project shall have the strongest possible participation of minority and women-owned business enterprises (MWBEs), which employ local residents and otherwise support the local economy. M/WBE firms must have a current certification as such by the City of Savannah or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful local M/WBE participation as follows:

A. Prime Contract Level M/WBE Participation – Meaningful MWBE participation may take the form of a teaming agreement, partnership, mentor-protégé relationship, joint venture, or similar relationship wherein the M/WBE partner shares in a significant portion of management responsibility and profit-making potential. The proposer shall:

1. Provide names of M/WBE firms that are part of prime contractor bid team.
2. Provide a copy of teaming, joint venture or other equivalent agreement(s) between parties on a prime contractor bid team, if any, setting forth roles and responsibilities and profit-sharing arrangements.
3. Describe roles and responsibilities of each company and its employees.
4. Provide anticipated percentage of M/WBE/participation for each participant on the team.
5. Provide letter of commitment from lead firm, addressed to the City of Savannah, regarding association with each participant on the prime contractor level team.
6. Provide letters of commitment from each local M/WBE firm, addressed to the City of Savannah regarding association with lead firm.

B. Sub-Contractor Level M/WBE Participation – To the extent the proposer intends to employ sub-contractors it shall provide a written plan for how it will ensure that M/WBE firms have the maximum possible opportunity to participate in prime and second tier sub-contracts that will be available in the completion of this contract.

1. The plan should include the proposer's best estimate of the percentage of M/WBE participation (based on subcontract values) it expects to be able to achieve in this project from subcontractors.
2. The plan shall include estimated dollar amounts of subcontract values that are used to estimate an overall proposal from the proposer.

Points will be allocated based on each respondent's proposed M/WBE goal, with the maximum points of four (4) being awarded to the respondent who submits the highest proposed M/WBE goal at the prime contractor level, and six (6) being awarded to the respondent who submits the highest

proposed M/WBE goal at the sub-contractor level. Points will be allocated to each respondent by using the following mathematical calculation:

- i. In the case of the award based on the prime contractor level:

$$\frac{\text{Respondent's Proposed M/WBE Goal}}{\text{Highest Proposed M/WBE Goal}} \times 4 = \text{Weighted Score}$$

- ii. In the case of the award based on the sub-contractor level:

$$\frac{\text{Respondent's Proposed M/WBE Goal}}{\text{Highest Proposed M/WBE Goal}} \times 6 = \text{Weighted Score}$$

No proposals will be deemed non-responsive due to this factor.

- 2.7 **Contract Period:** The initial contract period shall be for a period of one (1) year (12 months) and prices shall remain firm through that period. This contract may be renewed for up to four (4) additional twelve (12) month periods, if all contracting parties so agree.
- 2.8 **Right of Negotiation:** The City reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract. Submission of a proposal, however, constitutes the proposer's waiver of 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 the proposer.
- 2.9 The proposer is responsible for determining and acknowledging any addenda issued in connection with this RFP solicitation. All addenda issued for this event must be acknowledged in order for a proposal to be considered.

SECTION III FUNCTIONAL REQUIREMENTS

3.0 Functional Requirements

The following components represent the system functionality that is required. Respond to each item with a description of how the proposed system provides that functionality. Incorporate screenshots or diagrams as needed to describe the functionality.

A checklist of functional requirements is also presented at the end of this section for the vendor to further verify system capabilities.

3.1 Fleet Resource Management

- 3.1.1 The selected vendor shall provide a vehicle tracking Global Positioning System/Automatic Vehicle Locator (GPS/AVL) solution which will include a real time vehicle tracking device(s) that is accurate and without interruption of coverage. The proposed system should be completely inclusive of all necessary equipment, software and programming. The proposed units shall be new and of current model under standard production by the manufacturer.
- 3.1.2 In the Fee Proposal section, the vendor should indicate what features are included in the base price of the solution and what features represent additional costs.

The following functionality is required:

- Capability to define geo-zones and track the duration the vehicle spends within defined zones.
- Capability to store this data for use in reports, both tabular and graphical. This function is critical and is essential to this solution. Reports generated from this solution will be used to direct cost-sharing allocations between the City of Savannah and Chatham County based on the amount of time the vehicle spends in each jurisdiction.
- Real-time vehicle tracking to include the collection of time, date, direction of travel, distance traveled, duration of idle, and location of the vehicle at defined communication intervals.
- Capability to set threshold conditions based on City of Savannah defined criteria for managing the fleet.
- Capability to send email alerts if threshold conditions are exceeded.
- Capability to store and associate information with a vehicle that would include, but not be limited to: vehicle number, City/County ownership designation, SCMPD unit assignment and name of officer assigned to the vehicle.

The following functionality is preferred, but not required:

- Capability to track on-board vehicle diagnostics. Indicate if additional equipment or components are needed to provide this function. Costs for additional components should be included in the Fee Proposal section.
- Capability to report fuel usage.

3.2 Reporting

- 3.2.1 This reporting function is critical and is essential to this solution. Reports generated from this solution will be used to direct cost-sharing allocations between the City of Savannah and Chatham County based on the amount of time the vehicle spends in each jurisdiction.
- 3.2.2 More specifically, the system not only needs to be able to track information to distinguish the time a vehicle spends in each jurisdiction, but also, associate it with the officer's on-duty and off-duty designation as possibly provided by the CAD dispatch system, or as collected by the system by another vendor-defined solution such as integration with existing ID badge system (S2) or an integrated driver-ID system within the vehicle..

The City is looking for the vendor to propose how this can be accomplished.

The reporting functionality should include:

- Canned reports provided by the vendor (include list of canned reports).
- Capability for Savannah to customize reports as needed to support operations.
- Capability to generate ad-hoc reports as needed to support operations.
- Capability to distribute reports via email. .
- Capability to export reports to various formats including Microsoft Excel and Adobe Acrobat PDF in order to be queried, filtered, and shared with others..
- Data is property of the City of Savannah and at all times the City will have access to this data. Upon termination of the contract, the City shall not incur a fee to retain the data.

3.3 Vehicle Inventory

- 3.3.1 The SCMPD fleet is comprised of approximately 605 vehicles. The vehicles are purchased and maintained by both the City of Savannah and Chatham County. Approximately 464 vehicles belong to the City of Savannah and are maintained by City of Savannah Vehicle Maintenance staff. Approximately 141 vehicles belong to Chatham County and are maintained by Chatham County Fleet Operations staff.

- 3.3.2 A complete list of all SCMPD vehicles is provided in Appendix A. The list provides a count of vehicles by make and model and the assignment within SCMPD. This count and distribution of vehicles is dynamic as vehicles are replaced annually based on age and mileage. Vehicles are also replaced off-cycle if determined to be inoperable or unrepairable. There is also the possibility that additional vehicles could be added to the SCMPD fleet in the future as the department expands.
- 3.3.3 It is the expectation of the City that AVL devices will be installed on all SCMPD vehicles. The vendor is required to update and return Appendix A with capability of installation for each make and model listed.
- 3.3.4 The vendor must ensure that the proposed AVL system does not interfere with existing equipment installed in vehicles. Specific installed equipment is listed below:
- All City vehicles are currently equipped with an ORPAC Fuel Management System. The AVL system shall not interfere with the operation of this system.
 - Mobile Data Terminal (MDT) units are installed in approximately 220 vehicles. The MDTs utilize Verizon 4G cellular service for connectivity through Verizon's Virtual Private Network (VPN). The AVL system shall not interfere with the operation of these units.
 - Eight vehicles are currently equipped with ALPRS (Automated License Plate Recognition System) equipment, specifically the ELSAG–Mobile Plate Hunter 900 Part number-140003. These ALPRS units are integrated with the MDT in the vehicle for connectivity. The AVL system shall not interfere with the operation of these units.

3.4 User Training

Training must be provided on site and supplemented by the internet and through phone calls if needed. Training must be conducted with the most current version of the proposed software system. On-going training must be provided for upgrades and any enhancement. The vendor must provide an electronic tutorial and/or training manual. Preference will be given to vendors who have online video tutorials.

Train the trainer training shall also be provided to approximately ten (10) City staff members, who will in turn train future personnel.

3.5 System Software

The following shall be provided regarding the system software:

- Describe the user interface from various devices: PC, tablet, and smartphone.
- Licensing should be provided for 150 concurrent users of the system.

- The system must be able to push any configuration updates to all units over-the-air.
- The system must be able to push any system updates to all units over-the-air.
- The system shall be capable of pushing data to command and control software.
- The system shall have audit trail capabilities to track internal users access to and activity in the system

3.6 Third Party Integration

Describe the capability of open API integration with third-party systems. Capability of integration with the following should be described:

- The City's Vehicle Maintenance department utilizes Fleet Anywhere Asset Works, Fleet Focus v. 6.21 for fleet management. Describe the interface capabilities with this system. Costs for this integration should be provided in the Fee Proposal section.
- SCMPD uses Tri-Tech's Command CAD (Computer Aided Dispatch) system version 2.8, describe the interface capabilities with this system. Costs for this integration should be provided in the Fee Proposal section.
- The City's Badge ID system, S2. This integration could be used to associate an officer's on-duty and off-duty schedule with activity in the system. Costs for this integration should be provided in the Fee Proposal section.

3.7 System Administration

System administration functions should contain the following:

- Capability of System Administrators to maintain fleet inventory table and associated vehicle information to include, but not limited to: vehicle number, City/County Ownership, SCMPD unit, and officer name, if applicable.
- Capability to assign user's to group(s) with limited access to only monitor vehicles for which they are responsible.
- Capability to create and delete user logins to the system. Secure passwords must be established for each user. Describe the capability to integrate with the City's Active Directory for user credentials.

3.8 History

The system shall provide a function to allow the operator to view each of the vehicle's historical activities both in report form and on a map. This function should be easy for the end user to

perform. The City will have unlimited access to historical data and it should be available indefinitely

3.9 Mapping

The following mapping functionality must be available in the system:

- 3.9.1 The AVL system should be able use the GIS mapping data layers provided by the City. This includes City and County boundaries, along with all municipalities within Chatham County, police precincts and neighborhoods. Describe how the City's mapping data layers will be integrated with the system.
- 3.9.2 The City must be able to view multiple vehicles from multiple locations simultaneously in real time both on the maps and on the reports.
- 3.9.3 Breadcrumb functionality should be used to be able to play-back a vehicle's activity for a queried timeframe.
- 3.9.4 Maps should be able to be exported in a usable format in order to share information with others that do not have access to the software.
- 3.9.5 A visualization of a single or multiple selected vehicle(s), location(s) and all other reporting functions which includes historical data should be able to be viewed on a map simultaneously at various computers, phones, or tablets.

3.10 Vehicle Tracking Hardware

3.10.1 The base unit installed in the vehicle should adhere to the following:

- The vehicle hardware shall be mounted in a way that it is both out of sight and tamper resistant from the vehicle operator.
 - The vehicle hardware shall be resistant to vibration, heat, rain, and other elements that Mother Nature has to offer.
 - The vehicle hardware must not impede the vehicles performance or maintenance in any way.
 - The unit shall not require operation or intervention by the driver.
 - Units shall be able to be removed from vehicles that are deemed surplus and reinstalled in new vehicle.
- 3.10.2 Describe the option to install an in-vehicle router instead of the base unit. Describe what scenarios would require or benefit from the in-vehicle router. Additional costs for

an in-vehicle router should be provided in the Fee Proposal. If an in-vehicle router is proposed, the following connectivity requirements must be met:

- Must be a mobile 4G LTE Router with WiFi Hotspot capabilities.
- Must support Verizon LTE. Must be certified for Verizon Virtual Private Network.
- Must be fully compatible in an AVL system with standard non-router tracking units

3.11 Installation

- 3.11.1 The majority of installations will occur at City of Savannah Vehicle Maintenance facility. Place at Chatham County fleet maintenance facility. The address is 7226 Varnedoe Drive, Savannah, Georgia 31406.
- 3.11.2 Prospective proposers must be able to provide complete detail of implementation and installation of both hardware and software.
- 3.11.3 Vendor will train up to ten (10) City and/or County staff for installation and replacement of equipment. This training shall permit City and County staff to remove, and install/reinstall, equipment, while keeping the warranty in full effect.

3.12 Maintenance and Support

- 3.12.1 Upgrades for both software and hardware shall be included in the maintenance agreement.
- 3.12.2 The selected vendor shall provide warranty service for a minimum period of one (1) year after the date of installation and acceptance of the system. Warranty must be submitted with proposal. If an extended warranty is available, the vendor should specify in their submittal to include the cost.
- 3.12.3 Maintenance service must be available on all devices and repair/replacement parts following the warranty period.
- 3.12.4 Procurement of necessary repairs, replacement parts, updates to software, maintenance and on-going training shall be provided by the selected vendor. These services should not be handled by third-party vendors.
- 3.12.5 Telephone technical support including toll-free support hotline shall be provided 24 x 7.
- 3.12.6 The City shall be notified if there are any planned or unplanned system outages, as well as, scheduled maintenance or upgrade efforts.

Functional Requirements Checklist

Place an “X” in the appropriate column to indicate how your solution meets the requirement. Provide comments where necessary. Please mark only one of the appropriate replies.

Legend of Responses

(F) Fully provided / Fully compliant: this function is provided in the proposed solution “Out-of-the-Box”, no customizations or modifications are necessary.

(CO) Configuration: this function requires configuration / setting changes by System Administrator (City staff); does not require custom programming by vendor).

(CU) Customization: (requires custom programming by the vendor; changes to source code).

(R) Reporting Tool: this function is accomplished by the reporting functionality / reporting tool provided with the proposed solution.

(TP) Third-Party Software: this function is accomplished by a third-party application provided with the proposed solution.

(FV) Future Version: this function will be included in a future release of the system. Please provide an expected date for this release in the Comment field.

(NA) Not Available: this function is not available in the proposed solution.

Comment: Please use the comment field as needed to explain the response.

3.0	Functional Requirements	F	CO	CU	R	TP	FV	NA	Comment
	Must support Verizon LTE and be certified to operate on the Verizon Virtual Private Network								
	Must be fully compatible within the system using non-router tracking units								
3.11	<i>Installation</i>								
	Vendor will train up to 10 fleet maintenance staff for on-going unit installations and replacements								
3.12	<i>Maintenance and Support</i>								
	Warranty service to be provided to a minimum of one year								
	Telephone technical support must be provided 24 x 7								
	City should be notified if there are planned or unplanned outages, as well as scheduled maintenance or upgrade efforts								

SECTION IV

FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event 4203 and agree to provide the requested system in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the system as outlined including any required communications devices, computer hardware and software, any travel or per diem expenses and any other miscellaneous expense involved. Additional pages may be included to provide detail of costs. Electronic responses will not be accepted for this RFP.

The fee for providing the solution is:

Project Costs – Year One (maintenance should be included in year one costs)

Description	Quantity / Units	Unit Cost	Total Cost
Vehicle Tracking Hardware	462	\$	\$
Fleet Tracking Software Interface (assume 30 second data refresh rate)	462	\$	\$
Installation per Vehicle	462	\$	\$
Installation Training for 10 staff	1	\$	\$
System Administration Training for 10 staff	1	\$	\$
Software Licensing for 150 users	150	\$	\$
24 x 7 Technical Support	1	\$	\$

Total Project Cost – Year One \$ _____

(Should represent the sum of all costs listed in the Project Costs – Year One table)

On-Going Annual Costs (Years 2-5)

Description	Annual Cost
Annual Subscription Fees / Maintenance Year 2	\$
Annual Subscription Fees / Maintenance Year 3	\$
Annual Subscription Fees / Maintenance Year 4	\$
Annual Subscription Fees / Maintenance Year 5	\$

Pricing for Optional Items

Description	Quantity / Units	Unit Cost	Total Cost
Vehicle Tracking Hardware – In-vehicle Router option	1	\$	\$
Fleet Tracking Software Interface (assume 10 second data refresh rate)	462	\$	\$
Fleet Tracking Software Interface (assume 1 minute data refresh rate)	462	\$	\$
Engine Diagnostic Data Interface (OBDII Light Duty)	1		
Engine Diagnostic Data Interface (JBus Heavy Duty)	1		
Real-Time integration with Fleet Anywhere system	1	\$	\$
Real-Time integration with CAD system	1	\$	\$
Driver Identification Solution			
Integration with S2 badge system	1	\$	\$
Vendor proposed solution	1	\$	\$
Total Costs			\$

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

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 PROPOSAL:

ADDENDUM _____ #
DATE _____

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 1 WITH YOUR PROPOSAL? _____

NON-DISCRIMINATION STATEMENT

The proposer 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 proposal 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

Appendix A – SCMPD Fleet Inventory

Phase 1	249
1995 Chevrolet Van CPS042	1
2004 Ford Crown Victoria	1
2005 Ford Crown Victoria	1
2006 Ford Crown Victoria	4
2006 Ford Explorer	1
2007 Ford Crown Victoria	7
2007 Ford Explorer	2
2007 Ford Focus	5
2008 Ford Crown Victoria	9
2008 Ford Explorer	1
2009 Ford Crown Victoria	19
2010 Ford Crown Victoria	40
2010 Ford Explorer	1
2010 Ford Fusion	1
2011 Chevrolet Caprice	9
2011 Ford Crown Victoria	42
2011 Ford E-350	3
2013 Ford Crown Victoria	1
2013 Ford E-350	1
2013 Ford Interceptor	13
2014 Chevrolet Caprice	78
2014 Chevrolet Tahoe	1
2014 Ford Caprice	1
2014 Ford E-350	1
2015 Chevrolet Caprice	6
Phase 2	337
1953 Chevrolet Belaire	1
1980 Peterbilt Rescue	1
1986 AM General Humvee	1
1993 AM General M35A3	2
1993 International MWRAP	1
1996 AM General Humvee	1
1996 Ford F-150	1
1996 Ford F-350	2
1997 Honda Accord	1
1998 Chevrolet 1500	1
1999 Ford E-350	1

2000 Ford Crown Victoria	1
2000 Ford F-150	1
2000 Ford F-450	2
2001 Ford E-350	1
2001 Ford F-450	1
2002 Chevrolet C-2500	1
2002 Ford Crown Victoria	1
2002 Ford F-450	1
2002 Ford F-650	1
2003 Chevrolet Tahoe	1
2003 Ford Crown Victoria	1
2003 Ford E-250	1
2003 Ford E-350	1
2003 Harley Dyna Glide	2
2004 Chevrolet C-1500	1
2004 Ford Crown Victoria	3
2004 Ford F-150	1
2005 Ford C-1500	1
2005 Ford Crown Victoria	2
2005 Ford F-250	1
2005 Ford F-450	1
2005 Ford Taurus	10
2005 Horton Trailer	1
2005 John Deere ATV	1
2006 Ford Crown Victoria	1
2006 Ford E-250	2
2006 Ford F-150	3
2006 Ford F-250	1
2006 Ford F-350	1
2006 Ford Focus	1
2007 Chevrolet Silverado	1
2007 Ford Crown Victoria	10
2007 Ford Explorer	2
2007 Ford F-150	1
2007 Ford Focus	3
2007 Ford Taurus	4
2007 Johnny Pag Raptor	6
2007 Vespa MP3	2
2008 Chevrolet Colorado	1
2008 Chevrolet Impala	20
2008 Ford Crown Victoria	8
2008 Ford E-250	1

2008 Ford E-350	1
2008 Ford Explorer	1
2008 Ford F-150	4
2008 Ford F-250	1
2008 Ford Ranger	1
2008 Honda Ridgeline	1
2009 Ford Crown Victoria	11
2009 Ford E-150	1
2009 Ford E-250	1
2009 Ford F-150	3
2009 Ford F-250	5
2009 Ford Focus	1
2009 Ford Taurus	1
2010 Ford Crown Victoria	3
2010 Ford Explorer	3
2010 Ford Fusion	22
2010 Ford Transit Connect	1
2011 Ford Crown Victoria	8
2011 Ford F-150	2
2011 Ford F-250	2
2011 Ford Fusion	27
2012 Chevrolet Tahoe	1
2012 Ford Explorer	1
2012 Ford F-150	3
2012 Ford F-250	2
2012 Ford F-550	1
2012 Ford Focus	1
2012 Ford Fusion	29
2012 Ford Taurus	1
2013 Chevrolet Caprice	4
2013 Ford Fusion	4
2013 Ford Interceptor	4
2013 Kenco 20M	1
2014 Chevrolet Caprice	7
2014 Chevrolet Tahoe	9
2014 Ford F-150	4
2014 Ford F-250	2
2014 Ford Fusion	17
2014 Harley Road King	6
2014 POLARIS ATV-1	1
2014 POLARIS ATV-2	1
2015 Chevrolet Caprice	4

2015 Chevrolet Impala	1
2015 Chevrolet Suburban	2
2015 Ford F-150	1
2015 Harley Road King	6
2016 Ford Fusion	5

There are an additional 18 undercover vehicles, whose information will be shared with the vendor after the contract is signed.

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

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

Name of Proposer: _____ Event No. _____

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office will be contacting all M/WBE firms included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff must receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will not be counted and will be deducted from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal as long as the tier subcontractors/suppliers are certified M/WBEs. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of real and actual work or products, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office will be reviewing your company’s subcontracts, invoices and payment records to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records that will be inspected to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.

ATTACHMENT 1

REFERENCES

As stated in section 2.1.13:

Proposers shall provide a minimum of three (3) references that are using the proposed system. Attachment 1 must be included in the proposal in order for a proposal to be considered.

1. Name of Company/Municipality: _____
Fleet size/units purchased & installed: _____
Total number of sworn/civilian staff: _____
Estimated population served: _____
Contact Name: _____
Contact Title: _____
Contact Phone: _____

2. Name of Company/Municipality: _____
Fleet size/units purchased & installed: _____
Total number of sworn/civilian staff: _____
Estimated population served: _____
Contact Name: _____
Contact Title: _____
Contact Phone: _____

3. Name of Company/Municipality: _____
Fleet size/units purchased & installed: _____
Total number of sworn/civilian staff: _____
Estimated population served: _____
Contact Name: _____
Contact Title: _____
Contact Phone: _____

4. Name of Company/Municipality: _____
Fleet size/units purchased & installed: _____
Total number of sworn/civilian staff: _____
Estimated population served: _____
Contact Name: _____
Contact Title: _____
Contact Phone: _____