



STUMP REMOVAL SERVICES

EVENT NO. 4864

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for tree stump removal services throughout the City of Savannah, Georgia on various City properties and rights of way.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, City Hall, third floor, 2 East Bay Street, Savannah, Georgia 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

4.1 Bidder Qualifications

- 4.1.1 Qualified bidders must have performed professional tree removal services as their primary livelihood for the past three (3) years. This should be documented on the reference sheet (Attachment 1). Attachment 1 must be submitted with a bid to be further considered.
- 4.1.2 Qualified bidders must possess a current business license. A copy of your business license or business tax certificate must be included with your bid to be further considered.
- 4.1.3 Qualified bidders must provide at least three (3) references on Attachment 1 indicating past performance of tree stump removal work performed under contract(s) similar in size and scope. For the sake of this request, size and scope would be approximately 25 tree stumps of a minimum 24 inch diameter in various locations to be completed within a 30 day period.

4.2 Detailed Specifications

The contractor shall provide all materials, labor, tools, equipment, supervision, utilities, insurance, transportation, and consumables to grind tree stumps at various City locations and rights of way.

Work shall include, but not be limited to, the following:

- A. Starting and completion requirements: Work shall begin under the contract within one (1) week of the date of notice to proceed. All contract work shall be completed within thirty (30) days 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 negligence 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. Requests for extensions in completion dates shall be made within 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.

B. Working Hours

The contractor shall 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.

C. Inspection of Work

Work performed under contract shall be reported to the Forestry Administrator on a weekly basis. 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. The contractor shall be notified of all work not performed to the satisfaction of the Forestry Administrator with the expectation that said items shall be completed within two (2) weeks. No invoices will be paid until the work is completed as specified.

D. 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 and 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.

E. 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.

F. 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.

G. 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.

H. Safety Standards

1. All equipment to be used and all work to be performed must be in full compliance with OSHA and the most current revision of the American National Standards Institute Standard Z-133 and A300 standards.
2. Blocking public streets shall not be permitted unless prior arrangements have been made with the Traffic Engineering Department. The contractor is responsible for having vehicles moved during arboriculture work.
3. The contractor shall provide adequate 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 American Traffic Safety Standards. Flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection.

I. Stump Locations

Stumps to be removed will be those designated by the Forestry Administrator, either by specific individual stumps or specified groups of stumps.

J. Stump Grinding

Stumps shall be completely ground to a minimum depth of twelve inches (12"). All large surface roots greater than four inches (4") in diameter within the City rights of way shall also be ground. The contractor shall be responsible for removal and proper disposal of excess grindings. The finished site shall be raked smooth, with grindings left slightly higher than grade, but no more than four inches (4"), to allow for decomposition/settling. The contractor is responsible for securing utility locates prior to grinding.

K. Debris and Chip Disposal

Legal disposal of all debris generated by work described within this contract will be the responsibility of the contractor. The contractor shall remove all debris from the site and properly dispose of it, in accordance with applicable ordinances and regulations of the City of Savannah, Chatham County, and the State of Georgia. The contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. Site cleanup shall include removal of sawdust and chips from the street, parkway, and cemetery plots with appropriate tools for the job. All costs associated with removal of debris shall be included in bid price.

- L. Protection of Property
The contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, or other real or personal property. Holes made in the lawn, regardless of size, shall be filled with sandy loam soil and seeded with a turf grass lawn seed mix. Vegetation surrounding a stump marked for removal shall be disturbed as little as possible.
- M. Protection of Underground Utilities
Stump removal operations may be conducted in areas where electric, telephone, cable television, gas, fiber optic, and water/sewer 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 its operation. If the contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the contractor in waiting for the utility to complete its work shall not be the responsibility of the contractor. Prior to commencement of work, the contractor shall contact the Georgia Utilities Protection Center, Inc. (811 or 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 (912-651-6907) for the location of underground communication cables.
- N. Additional Specifications for Municipal Cemeteries
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).
1. 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.
 2. 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. The contractor and its employees must be neat in appearance. Employees must wear uniforms with the 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.
 4. 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.
 5. The contractor and its 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.
 6. 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.

7. 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.
8. The contractor must follow all federal, state, and local laws, ordinances, and requirements.

O. 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.

4.3 Insurance Requirements

4.3.1 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.

4.3.2 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.

4.3.3 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.

4.3.4 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.

4.3.5 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.

4.4 Measurements: All measurements are estimates only and contractors are responsible for verifying field measurements.

4.5 Basis of award: Contract will be awarded to the vendor with the lowest net cost to the City and who meets all specifications herein.

4.6 Permits
The contractor will be responsible for obtaining all required permits for work within the right of way.

4.7 This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This agreement may be renewed for up to two (2) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

5.0 General Conditions

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

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other submittals as stated

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

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

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

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

EXCEPTION SHEET

Event #4864

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

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

EVENT NUMBER: 4864

Business Location: (Check One)
 Chatham County
 City of Savannah
 Other

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

MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

**DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA?
(CHECK ONE) YES: _____ NO: _____**

**FROM WHAT CITY/COUNTY _____
TAX CERTIFICATE #: _____ FED TAX ID #: _____**

**INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):
CHECK ONE: _____ CORPORATION _____ PARTNERSHIP
_____ INDIVIDUAL _____ OTHER (SPECIFY: _____)**

**INDICATE OWNERSHIP STATUS OF BIDDER
(CHECK ONE):**
_____ NON-MINORITY OWNED _____ ASIAN AMERICAN
_____ AFRICAN AMERICAN _____ AMERICAN INDIAN
_____ HISPANIC _____ OTHER MINORITY (describe) _____
_____ WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes _____ No _____
If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	TOTAL
1	Stump Removal Grinding 1" to 12" Diameter (Typically Approximately 7 Per Month)	84		
2	Stump Removal Grinding 13" to 18" Diameter (Typically Approximately 8 Per Month)	96		
3	Stump Removal Grinding 19" to 24" Diameter (Typically Approximately 7 Per Month)	84		
4	Stump Removal Grinding 25" to 30" Diameter (Typically Approximately 4 Per Month)	48		
5	Stump Removal Grinding 31" to 36" Diameter (Typically Approximately 6 Per Month)	72		
6	Stump Removal Grinding 37" to 48" Diameter (Typically Approximately 2 Per Month)	24		
7	Stump Removal Grinding 49" and Up Diameter (Typically Approximately 1 Per Month)	12		

QUANTITIES ARE ESTIMATES ONLY. MONTHLY QUANTITIES MAY VARY BASED ON THE NUMBER OF STUMPS IDENTIFIED.

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

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

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

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

TOTAL NET BID \$
=====

HAVE YOU INCLUDED ATTACHMENT 1? _____

HAVE YOU INCLUDED A COPY OF YOUR BUSINESS TAX CERTIFICATE? _____

DO YOU HAVE THE REQUIRED INSURANCE? _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #
DATE _____

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

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

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

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

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

Name of Proposer: _____ Event No. _____

Project Title: _____

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

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

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

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

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

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

Developing a Strong M/WBE Participation Plan

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

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

Attachment 1 – References

Attachment 1 must be included with a bid to be further considered.

Company Name: _____
Contact: _____
Phone Number: _____
Brief Description of Work Performed: _____

Company Name: _____
Contact: _____
Phone Number: _____
Brief Description of Work Performed: _____

Company Name: _____
Contact: _____
Phone Number: _____
Brief Description of Work Performed: _____

Company Name: _____
Contact: _____
Phone Number: _____
Brief Description of Work Performed: _____

Company Name: _____
Contact: _____
Phone Number: _____
Brief Description of Work Performed: _____

Company Name: _____
Contact: _____
Phone Number: _____
Brief Description of Work Performed: _____
