

EVENT # 4009

Demolition of Structures for Property Maintenance

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 Description of Project:** The purpose of these specifications is to obtain services for the demolition of structures located throughout the City of Savannah.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. 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** This contract is being established primarily to meet the needs of the City's Property Maintenance Department. On occasion, other City agencies may use this contract. In those instances, the using agency will be responsible for payment and administration of the contract.

4.2 Scope of Services

The contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment, and services. Including utility and transportation services, and perform and complete all work required for the demolition and removal of all structures as required under this contract. This shall also include the clearance of all objects of every nature above ground level and the removal of all overgrown shrubbery, vegetation, or debris that causes unsightly appearance (excluding trees, shrub, sidewalks, curbs and gutters) as determined by Property Maintenance or other City agencies. The case may be within the parcels of the assigned project areas, in an efficient and workmanlike manner, excepting where only certain improvements on the parcels are to be demolished, and in such case only those improvements specified shall be demolished and removed and the grounds cleaned as described above. This includes grass and overgrown vegetation to all property lines and/or mid street/lane as applicable.

4.3 Detailed Specifications

All vendors should read the following pages thoroughly to gain a clear understanding of all requirements under this bid. When making a price quote, vendors should include all costs referred to under each section including demolition, permit fees, dumping fees, the cost of the insurance requirements, waste disposal costs or fees, city license fees, rental costs of equipment, and any other costs incurred when performing demolition services. All salvage

materials resulting from work under this contract and located within the specified areas will become the property of the contractor.

4.3.1 **Quantities:** Quantities listed are estimates only and are based on previous years' experience. The actual amount of work performed under this contract shall be determined by need and funding. The City makes no guarantee as to actual amounts of work to be performed.

4.3.2 Demolition shall not commence until the following conditions have been determined:

- A) A pre-inspection has been conducted by the Property Maintenance Department (912) 651-6770.
- B) Rodent certification has been obtained from a licensed exterminator indicating that rodent extermination services have been initiated at least two weeks prior to the planned demolition. This will be handled by the Property Maintenance Department or other City agencies as the case may be.
- C) A demolition permit has been issued to the contractor by the City of Savannah Development Services Department.
- D) All utilities have been cut off and capped at the street/right-of-way. The City will notify all applicable utilities to discontinue/disconnect services. Before starting demolition, the contractor will confirm all utilities have been disconnected. If the utilities have not been disconnected, the contractor will contact the Property Maintenance Department or other City agency to advise them of the situation. The contractor will preserve in operating condition all active utilities traversing the areas where demolition and removal work is to be done, protect manholes, catch basins, valve boxes, poles and other appurtenances. The contractor shall repair damage to any such utility due to above stated demolition work, to the satisfaction of the City.
- E) Masonry and foundation walls located below grade as well as construction debris, rubbish and other unsuitable or surplus soil material shall be removed by the contractor. Structural steel, cast iron, and heavy timbers shall be removed in individual pieces and carefully lowered. Regardless of elevation, all concrete slabs and floor construction to include basements or cellars shall be removed. All partitions, stairways, furnaces, piping, apparatus, and debris shall be removed from within existing basements. Basement floor and masonry cross walls shall be sufficiently broken up into sections not to exceed fifteen cubic feet and shall permit drainage, as may be determined by Development Services.

The square footage of sidewalks, patios, sheds, porches, and out buildings will be added to the house square footage if they are to be demolished

- F) Common fill material shall be placed in eight (8) inch to ten (10) inch lifts and compacted to a minimum of 97% density in areas where the foundation material has been removed.
- G) Prior to commencement of any onsite demolition activity, the contractor shall first obtain underground utility locations.

4.3.3 All trash, rubbish, litter, and debris found on the premises at the start of work, as well as, that results from the demolition activities (including rubble, concrete slabs,

and foundation exposed above the ground level), or deposited on the site by others during the duration of the contract, shall be removed and legally disposed of by the contractor. Receipts for disposal shall be kept on file at the contractor's office and shall be available for City inspection during normal business hours. The contractor shall keep the premises and public right-of-way reasonably clear at all times. No materials or debris will be burned by the contractor on the premises without prior Fire department approval and supervision. No blasting will be used by the contractor in the demolition operation.

- 4.3.4 Any excavation or other depressions to existing grade must be filled with clean dirt containing no more than 25% stone or masonry. All fill must be packed to professional standards and sloped to drain adequately. Instances where excavations must be filled, (i.e. basement) the contractor may charge a per cubic yard price for such work above normal demolition activity.
- 4.3.5 **Asbestos Identification:** The City will arrange for an asbestos inspection prior to scheduling the property for demolition. The Property Maintenance Department or other City agency as the case may be, will contract with a state certified hazardous waste removal contractor to remove any such material, before regular demolition work begins. If a contractor finds suspicious materials during demolition, they are to notify the Property Maintenance Department or other appropriate City agency immediately. Under no circumstance, shall asbestos or other hazardous waste removal be undertaken by the contractor; failure to notify the Property Maintenance Department may result in the cancellation of the contract. If potentially hazardous materials are not accepted by the disposal facility (i.e. high lead content, PCBs, etc.), these materials will then be classified as hazardous and the Property Maintenance Department shall be notified by the contractor. The City and the contractor shall agree to use best efforts to determine appropriate disposal methods for said materials.
- 4.3.6 **Hot Loads:** When asbestos certification are not obtainable due to fire or other circumstances, disposal of these materials must be deemed hot loads and may require the use of fire hydrants and must be disposed of in appropriate sites. When the contractors use fire hydrants they must pay a deposit for a meter. The contractor will also be billed for the water used. Meter deposit and water usage fees incurred for hot loads will be reimbursed by the City if the contractor provides a detailed invoice for such services. Invoices presented for reimbursement must include the address where the service was performed. Due to water saturation of hazardous/wet loads the City will pay an additional 50% of documented landfill/dump fees. Copies of dump tickets must be attached to the invoice when submitted for payment.
- 4.3.7 **Emergency Response:** The contractor will be paid an emergency response fee of \$150 when an emergency call out is required. In an emergency situation, contractors are required to be on-site with all equipment and ready to work within two (2) hours of notification. Repeated non-compliance with response time may be cause for termination of contract.
- 4.3.8 All work will commence within five (5) days of permit issuance. The contractor is obligated to notify the Property Maintenance Department or appropriate City agency of the date that it will commence work on the assigned property so the Property Maintenance Department may perform a brief pre-inspection immediately prior to demolition.

- 4.3.9 All building demolition work shall be completed within fifteen (15) days after the job has been given to the contractor unless permission is given by the Property Maintenance Department for hand demolition for salvage. This permission must be in writing and shall be made on a property-by-property basis. A request for final inspection of the demolition work must be submitted to the permit center of the Development Services Department (912-651-6530) within three (3) days after the demolition is completed.
- 4.3.10 The successful vendor must show proof of current authorization for dumping at a licensed landfill or other licensed waste disposal facility. If the vendor ceases to be in good standing with these facilities, this contract shall be canceled and awarded to the next lowest responsible bidder.
- 4.3.11 **Qualifications:** The vendor must be able to demonstrate the successful completion of projects with a similar scope of work and experience with urban demolition.
- 4.3.12 **References:** Vendors are required to include in bid, a minimum of three (3) references including company name, contact person, and phone number for whom he has completed contracts with a similar scope of work. See Attachment 1. Attachment 1 must be included in the bid response in order for a bid to be considered.

4.3.13 **Equipment**

At a minimum, the vendor must own, or have under lease and available for emergency response the following heavy equipment:

- Hydraulic excavator
- Large demo body debris truck (15 cubic yard minimum capacity)
- Bulldozer

Vendors are required to include in bid, a list of equipment owned/leased and must make equipment available for review upon request. See Attachment 2. Attachment 2 must be included in the bid response in order for a bid to be considered.

4.3.14 **Photographic Evidence**

The successful contractor shall make photographic evidence of each parcel of land immediately prior to commencement of work, and again immediately after completion of work.

Photographs shall:

- Be in color from a digital camera with a date stamp on each photo.
- Include the same landmarks in both the before and after pictures with the same angle and scale.
- Provide a panoramic view that will show the entire lot.
- Must be identified with the appropriate Property Maintenance case number, physical address, and PIN number.

4.4 Removal of Debris

- 4.4.1 Prior to demolition of structure, contractor shall remove and properly dispose of all debris and trash, including such items as refrigerators or stoves. Abandoned vehicles will be removed by the Property Maintenance Department at no expense to the contractor.
- 4.4.2 The contractor shall provide a cost per square foot for excessive debris removal. This fee shall include all costs associated with the removal and disposal of excessive debris located on the site. Excessive debris removal costs must be pre-approved by the Property Maintenance Department and will be determined on a case by case basis. The City representative assigned to the project will make the determination on what is excessive debris.
- 4.4.3 The contractor must provide on-site 20 or 30 yard construction containers in an amount adequate to ensure that all demolition debris is properly containerized while on site.
- 4.4.4 The contractor must provide barricades, flashers, and other necessary safety equipment during all times of demolition and debris removal.

4.5 Damages

- 4.5.1 Repair of all damage done to sidewalks, driveways, curbs, fences, streets, fire hydrants, street and traffic signs, light standards, or adjacent structures shall be at the contractor's expense.
 - 4.5.2 If the contractor refuses or fails to perform the work with such diligence as will ensure its completion within the time specified in these contract documents, the City, by written notice to the contractor, may terminate the contractor's right to proceed with the work. Upon such termination the City may take over the work and prosecute the same to completion, by the contract or otherwise. The contractor and his sureties shall be liable to the City for any additional cost incurred by the City in its completion of the work. The contractor shall also be liable to the City for liquidated damages for any delay in the completion of the work in the amount of \$100.00 per day.
- 4.6 This contract will be awarded to the vendors who offer the lowest net price, and who meets or exceeds all specifications herein.
 - 4.7 The City reserves the right to award to a primary, secondary, and tertiary contractors. During the term of the contract, the City will call on the secondary and tertiary contractors only when it is determined that the primary contractor is unable to start or complete services as stated in the specifications. If during the term of the contract, any or all awarded contractors default and/or are terminated, the City reserves the right to award this contract to subsequent bidders if terms, rates, and conditions remain the same.
 - 4.8 This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

4.9 Insurance Requirements

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

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

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

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

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

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 requested 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 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in conjunction with this event must be acknowledged in order for a bidder's response 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. The City reserves the right to award this contract to multiple bidders and/or to award primary, secondary, and tertiary vendors if it is deemed to be in the City's best interests.

5.6 Bidder acknowledges that by submitting a bid for the specified event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the bidder.

EXCEPTION SHEET

Event #4009

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: 4009

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.**

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 QUANTITY	UNIT PRICE	TOTAL
1.	Demolition	60,931 SF		
2	Filling of Basement/Excavation	1,000 CY		
3	Excess Debris Removal	1,000 CY		

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 \$

=====

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #
DATE _____

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

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 2 WITH YOUR BID? _____

DO YOU HAVE THE REQUIRED INSURANCE? _____

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.

ATTACHEMENT 1

REFERENCES

In the space below, list current/past references, similar in size, that date back five (5) years, per Section 4.3.12

1. Name of Company/Municipality: _____
Contact: _____
Phone: _____
Dates service provided: _____

2. Name of Company/Municipality: _____
Contact: _____
Phone: _____
Dates service provided: _____

3. Name of Company/Municipality: _____
Contact: _____
Phone: _____
Dates service provided: _____

4. Name of Company/Municipality: _____
Contact: _____
Phone: _____
Dates service provided: _____

5. Name of Company/Municipality: _____
Contact: _____
Phone: _____
Dates service provided: _____

