



CITY OF
Savannah

TOURISM MANAGEMENT
& AMBASSADORSHIP

**TOURISM ADVISORY COMMITTEE (TAC)
MAY 24, 2016
AGENDA**

- 1. CHAIR'S REPORT**

- 2. TOURISM MANAGEMENT PLAN**

- 3. ORDINANCE REVISIONS**

- 4. PEDICAB ORDINANCE**

- 5. OTHER BUSINESS**



**Tourism Advisory Committee (TAC)
Meeting Summary
May 24, 2016**

TAC Attendees: Charlie Brazil, David Jones, Bill Lovett, Vaughnette Goode-Walker, Michael Owens, Joe Marinelli, Jamie Caskey, DeAnne Mitchell, Austin Hill, Adam Wilkins, Mark Dana

TAC Excused Absence: Eric Meyerhoff

TAC Absence: Sandra Baxter

Guests: Robert Edgerly, Mickey Minick, Phil Sellers, Rusty Brown, Daniel Carey, Carol Buttiermer, Marcia Baines, Bill Durrence, Ginger Wilkins, Eric Curl

City Staff: Bridget Lidy, Marija Bumgarner, Leonard Bostick

Chair's Report

Chair Goode-Walker welcomed everyone and opened the meeting by mentioning the letter to the editor by Mr. Edgerly that appeared in the paper over the weekend. The letter requested that the members of TAC recommend to Savannah City Council that the criminal background checks be required for all tour guides. Mr. Edgerly believes that without the background check, we cannot keep the visitors safe and that the market does not take care of it.

TAC members explained that the background check was removed as part of the ordinance changes made in response to the lawsuit. The lawsuit was not dropped by the judge after the ordinance changes were made, the lawsuit is ongoing and adding the background check is a legal issue.

Michael Owens made a motion that the TAC recommend to City Council that the criminal background check be put in place before tour company registration can take place. The motion passed unanimously.

Jamie Caskey added that the voluntary certification program will resolve many of the current issues with guide registration, knowledge and background checks.

Tourism Management Plan

Ms. Lidy reviewed the draft RFP for the tourism management plan. Several changes were made during the review to include defining the number of meetings required by the consultant and



reallocating the award points. The final version will be sent to TAC members for a final review before the RFP is released.

Ordinance Revisions

Staff is in the process of revising tour related ordinances. Revisions being considered for the quadricycle ordinance include additional noise restrictions, prohibiting alcohol consumption on the vehicle, and inclusion of the pilot program boundaries. The horse drawn carriage ordinance revisions are also underway and will include the horse heat policy and other industry standards.

Pedicab Ordinance

Leonard Bostick from Mobility and Parking Services Department spoke to the TAC about upcoming changes to the pedicab ordinance including allowing pedicabs to tour. If the companies choose to tour, they will be responsible to remit preservation fees and register with the Tourism Management and Ambassadorship Department since Mobility and Parking Services does not enforce tour vehicles.

The TAC had multiple comments about the proposed ordinance change allowing pedicabs to operate as tours.

- What is the definition of a tour was. Pedicabs currently take individuals from point A to B and are often asked questions about restaurant and other items, is that considered touring? Many stated that the drivers should be able to converse with the riders, it is expected from the visitors, it creates a better experience and should not be considered a tour if you recommend a place to eat.
- Drinking alcohol on pedicabs was mentioned as something to look into.
- If operating as a tour vehicle, pedicabs should be held to the same standard as all tour vehicles and should be identified with a number.
- If a company decides to tour, will all drivers be considered a tour guide?

Ms. Lidy added that when the Company registers, they provide a list of their tour guides and all guides are required to have a badge identifying them. Leonard Bostick indicated that further discussions are necessary to address the concerns brought up by the TAC.

Next Meeting

The June meeting is rescheduled for June 14, 2016, 8:30 a.m. in the 2nd Floor Media Room of City Hall.



CITY OF
savannah

PURCHASING DEPARTMENT

SECTION II
SCOPE OF WORK

CONSULTING SERVICES FOR
TOURISM MANAGEMENT PLAN
EVENT # _____

- 2.0 Broad Description of Project:** The City of Savannah is soliciting proposals from firms interested in providing professional consulting service for the development of a tourism management plan to balance the tourism industry interests and resident needs in the context of Savannah's National Landmark Historic District status and its prominence as a global visitor destination.
- 2.1 Project Background:** In 1977, the City of Savannah approved the Tour Service for Hire Ordinance and Horse Drawn Carriage Ordinance to provide a set of regulations to manage the delivery of tour services in Savannah. Over the years, these ordinances were revised to include other methods of conveyance introduced to the market.

A key feature of the Tour Service for Hire Ordinance was the establishment of the Tourism Advisory Committee (TAC). The 13-member group is appointed by City Council and is charged with making policy recommendations to the City in the areas of tour services, management and other related issues. Representation is balanced and includes businesses in the tourism industry, residents from throughout the City and preservationists. This group will serve as the oversight committee for the tourism management plan.

In mid-2012, the City re-established the tourism administrator position to respond to a growing number of conflicts between residential interests and tourism industry interests in the National Landmark Historic District. The TAC along with the City engaged in a public process to identify issues and develop recommendations to protect the quality of life and preserve the Historic District while fostering a sustainable environment for the tourism industry. Public engagement included public work sessions, an electronic survey and numerous TAC meetings. The City tackled many issues during this process—the relocation of the City Market carriage stands, and denial of double decker buses and golf cart shuttle service. Nonetheless, stakeholder concerns discussed during the public forums raised the question of whether Savannah ~~correctly~~ currently had the capacity to effectively manage the tourism industry. A profitable and practical solution would be to centralize the delivery and level of tourism services under a new department. Through this action, the City would be better able to proactively prevent adverse effects upon the health, safety, general welfare and quality of life of its citizen as well as sustain the industry.

In 2013, the TAC—in conjunction with the City—launched a public process to identify issues and develop recommendations to balance tour services and quality of life issues. The TAC vetted their statements and created the following vision:

Savannah tourism embraces its vibrant future while maintaining its historical integrity and respecting the unique residential and pedestrian quality of life. Our community must be balanced, sensitive and well-managed to assure an enhanced quality of life for residents and a high quality visitor experience.

In 2014, the City of Savannah established a Tourism Management and Ambassadorship Department. The key areas of focus for the new department are listed below.

- Management: take pro-active steps in steps in balancing the residents quality of life while sustaining the tourism industry as well as listen to and work with citizens and industry professionals to help guide better decisions.
 - Facilitate the work of the TAC and use this body to effectively engage the community on tour and transportation issues
 - Develop tourism management plan to protect quality of life, preserve historic district, improve visitor experience and sustain tourism industry
 - Collect and analyze data on a monthly basis to demonstrate effectiveness and proactively address future concerns
 - Review and revise city codes and policies to better regulate the industry and provide equity among within the industry
- Compliance and Enforcement: Support a fair regulatory environment aimed at protecting neighborhood integrity and the tourism industry.
 - Enforce the Tour Service for Hire, Horse Drawn Carriages for Hire, Bicycles, Mopeds and Skateboards (Quadricycles), and Revenue ordinance
 - Make revisions when necessary
 - Review, collect and monitor all fees and fines associated with tour and transportation activities
- Community Enhancements: Allow more opportunities for collaborations and partnerships to enhance the infrastructure of the visitor industry.
 - Implement wayfinding and directional signage program
 - Coordinate with Savannah Area Mobility Management on the construction of the ferry shelter landing
 - Serve as city liaison with Coastal Heritage Society monitoring operations budget and capital improvement program
 - Develop and implement comprehensive holiday decorating program
- Ambassadorship: Promote public safety and customer service by creating and managing an ambassador program.

Today, tourism is currently one of the largest industries in the Savannah area. It provides 26,000+ jobs, \$2.5 billion in visitor spending and economic opportunities for residents and highlights to the world the positive attributes of what makes our community unique. Yet, Savannah must remain vigilant that the growing number of visitors (currently approximately 13 million per year) does not detract from the city's authenticity or negatively impact historic

district residents overall quality of life. As the numbers above continue to increase, careful planning and management are necessary—especially looking to the future.

The City of Savannah’s Tourism Management and Ambassadorship Department is developing a Tourism Management Plan (TMP) with the goal of balancing resident needs with industry interests, while also maintaining Savannah’s prominence as a global visitor destination. It is also important to recognize the primary venue for visitors is the one-square mile National Landmark Historic District—which must be managed properly to prevent irrevocable damage. Other areas must be explored to relieve pressure and expanded offerings.

The project will build on several items initiated in 2015, such as the National Trust for Historic Preservation’s *Living with Success Revisited: Summit on Heritage Tourism in our Nation’s Most Beloved Historic Cities* report. Additionally, tourism management plans from other communities and results from the recent resident and tourism surveys, conducted by the University of South Carolina-Lowcountry and Resort Islands Tourism Institute, will assist in identifying the overlaps and opportunities by blending a growing tourism scene with the desires of area residents.

Funds for the project will be used to hire a consultant, or group of consultants, to facilitate and advise on the creation of a tourism management plan which includes a work plan and implementation schedule. The Tourism Advisory Committee will be an integral player in guiding the process.

2.1 Scope of Services: The successful proposer shall provide the following services at a minimum:

- Develop and implement public engagement strategy which may will include meetings, field work, stakeholder interviews, etc.
- Revisit the vision crafted in 2012 public work sessions and update as needed
- Identify five priority items where the community needs to balance quality of life, tourism industry and preservation
- Develop strategies and policies to address each of the priority items over the next three to five years
- Ensure a comprehensive implementation schedule including the creation of a work plan with specific goals, objectives, benchmarks, responsible parties, etc.
- Provide best practices for tourism management which can be applied in Savannah
- Identify future trends in tourism that will impact Savannah
- Present findings to Tourism Advisory Committee and then to City Council

2.1.1 Schedule

The City and the selected firm shall agree to a schedule prior to commencement of work. The planning process shall last no more than eight (8) months once the notice to proceed has been executed.

2.1.2 Deliverables

- A. Five (5) printed hard copies of comprehensive cost estimates.
- B. Copy of entire document in electronic format.
- C. PowerPoint presentation and executive summary for City Council

2.2 Proposal Format

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

- A. Cover letter must include acknowledgement of all addenda issued for this proposal. If the addenda are not acknowledged in the cover letter, proposals ~~will~~ may not be considered further. It is the responsibility of all vendors to determine and acknowledge all addenda issued in connection with this event.
- B. Detailed description of the ~~cost estimate for team assigned to~~ the project. Detail should include principle project contact, description of firm, its organization chart, key qualifications, proposed approach, process for project delivery, and information on proposed team for the project.
- C. Fee proposal as detailed in Section III (in a separate sealed envelope).
- D. Proposed schedule of Minority and Women-Owned Business Participation and Non-Discrimination Statement.
- E. Response to consultant summary of qualifications as outlined in Section 2.7. Response should include a description of three (3) projects similar in nature and complexity to this scope of services, including current reference contact information for these services.

All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. The City reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of the City.

2.3 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

- A. Proposer's relevant experience, education, knowledge and skills *(20 points)*
- B. Proposer's approach to the project *(20 points)*
- C. Outstanding characteristics/qualifications *(15 points)*
- D. References *(15 points)*
- E. Fees in a separate, sealed envelope *(20 points)*
- F. Local vendor (Within the City Limits of Savannah and has a City of Savannah Business License) participation *(5 points)*
- G. MWBE *(5 points)*

Proposals shall be evaluated by a selection committee comprised of the Tourism Advisory Committee and City of Savannah staff. The selection committee reserves the right to conduct interviews with 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 also reserves the right to request a best and final offer, and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of its proposal as part of the response.

- 2.4 **Copies:** One (1) unbound, printed, and signed original, and three (3) identical, printed copies of the proposal and supporting documents must be submitted in response to the 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 request for proposal 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 has not established a goal for this project. However, the City does encourage the use of MWBE vendors where possible.
- 2.7 **Qualifications:** Each proposer shall submit a summary of its qualifications and experiences. Qualifications submittals must meet the requirements of this section to be considered. The response to this RFP must be complete. Partial or incomplete responses will not be considered. Responses should be concise, clear, and relevant. The use of photos or other graphics is not necessary in the qualifications submittal. Submittals must be on 8.5" X 11" paper and pages numbered. A table of contents with corresponding tabs should be included to identify each section. Please include only the information requested in the RFP submittal. Submittals shall consist of one (1) signed original and three (3) complete copies of the following:
 - A. A letter of interest summarizing the proposer's qualifications and experience with the development of tourism management plans or similar community-based planning processes.
 - B. Detailed description of the proposer's relevant experience and qualifications. Provide a narrative of projects (including project size and complexity) that demonstrate the proposer's experience with tourism management planning or similar based community-based planning processes. Projects shall be in communities with a well-established and strong tourism industry, nationally designated historic district(s), strong community participation, and full range of social, economic and environmental issues.
 - C. Resumes of key personnel. At a minimum, proposers shall have at least ten (10) years of relevant experience working in three or more of the following areas—tourism/hospitality industry, historic preservation, downtown redevelopment, community and economic development, and/or neighborhood revitalization
 - D. Describe firm's approach to the project. Please include examples of meaningful public engagement and a list of anticipated deliverables.

- E. Provide information on any outstanding characteristics or qualifications that highlights your abilities on the project and working with a diverse group of stakeholders.
 - F. Provide a sample list of at least three (3) projects representing the firm's experience, that demonstrate proposer's experience with tourism planning, effective and meaningful public processes, understanding of tourism/hospitality industry, historic preservation, downtown redevelopment, community and economic development, and/or neighborhood revitalization. At a minimum a detailed outlined of the following information shall be provided:
 - 1. Description of the project scope.
 - 2. Contact/reference for the project should include name, organization, address, phone number, and email address.
 - 3. Provide a statement of what differentiates your firm from others for performing under this RFP and why it should be selected. Statements should include your firm's approach to public engagement, special expertise and training that makes you firm uniquely qualified for the project. Additional information such as resumes, etc. may be submitted as appropriate.
- 2.8 Fees:** The proposer shall submit fees based on the detailed listing in Section III. Provide hourly fees for services not specifically shown in the scope of services that may arise during the project. Hourly rate sheets are to be submitted in the separate sealed envelope containing the fee proposal.
- 2.9 Local Vendor:** A bidder or business shall be considered a local vendor if it meets all of the following requirements:
- A. The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
 - B. The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the city, and
 - C. The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor/vendor must perform a distinct element of work for which the business owner has the skills, qualifications and expertise, as well as the responsibility for the actual performance, management and supervision of the work for which he/she has been contracted to perform.
- 2.10** 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.
- 2.11 Additional materials:** The following studies and reports shall be available to the consultants for the project:
- Motor Coach Tourism in Savannah, Armstrong Atlantic State University, March 2013

- *Living with Success Revisited: Summit on Heritage Tourism in our Nation's Most Beloved Historic Cities*, National Trust for Historic Preservation, November 2014
- Savannah Tourism Sentiment Survey Summary: Resident and Tourism Professionals, University of South Carolina, Beaufort, 2015
- Savannah Tourism Futures Study, Visit Savannah, April 2015
- Longwoods TravelUSA Study, Visit Savannah, May, 2015

2.12 Insurance and Certificate of Insurance Requirements

To be determined by City.

SECTION III

FEE PROPOSAL

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Cost Estimating Services, RFP Event # _____ and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.

POSITION

Principal Hourly Rate \$ _____

Other: Hourly Rate \$ _____

Other: Hourly Rate \$ _____

Other: Hourly Rate \$ _____

Total Fees = \$ _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #
DATE _____

Can you meet the insurance requirements as stated in these specifications? _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: () _____
Area Code

FAX: () _____
Area Code

EMAIL: _____

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

_____ NON-MINORITY OWNED

_____ AFRICAN AMERICAN

_____ HISPANIC

_____ WOMAN (non-minority)

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ OTHER MINORITY

Describe _____

NON-DISCRIMINATION STATEMENT

The prime contractor/bidder certifies that:

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

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

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

Name of Proposer: _____ Event No. _____

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	M B E or W B E	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