



**AIR, FUEL, AND OIL FILTERS  
EVENT NO. 5468**

**SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for air, fuel, and oil filters to be used by the City of Savannah Vehicle Maintenance Department.
- 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 Filters must meet OEM specifications. Specific model numbers are shown on the bid proposal form. Note: Some of the numbers shown may be obsolete. If so, submit bid on replacement numbers if appropriate. Filters other than specified in bid must be indicated by model number and manufacturer and include all price lists for lines being offered. If alternative parts are submitted, bidder must include this information on the exception sheet.
- 4.2 Miscellaneous filter pricing shall be based on percentage discount (if offered) off the list price and clearly noted on the invoices.
- 4.3 For stock filters, the successful vendor will be responsible for all deliveries to the City of Savannah and must make delivery to the Vehicle Maintenance Department within four (4) hours of receipt of order.
- 4.4 Quantities shown on the bid proposal form are estimates only.
- 4.5 This is an annual contract. Prices shall remain firm. 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. The first term of this contract shall begin upon award and shall end on December 31, 2018. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year. The contract amount of the first term will be based on the unit price and the number of months of service in the first term.
- 4.6 Additional items not listed herein may be purchased from time to time. Pricing of these items, along with aftermarket or rebuilt parts, shall be consistent with the lowest pricing offered by the vendor.
- 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](http://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 #5468

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: 5468

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.

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.**

**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
	<b>POWER STEERING / TRANS FILTERS</b>			
1	015-11000 C8246 PS FILTER	6		
2	015-11016 7317 84101CC PS FILTER	30		
3	015-11020 C1678 PS FILTER	6		
4	015-11025 C10795 PS FILTER	6		
5	015-11054 P8044 PS FILTER	50		
6	026-18002 P6485 TRANS FILTER	6		
7	026-18012 P3613 TRANS FILTER	6		
8	026-18064 P9264 TRANS FILTER	20		
9	026-18088 C9031 TRANS FILTER KIT 29548988	60		
	<b>AIR / CABIN / CRANKCASE FILTERS</b>			
10	041-00182 CF11639 CABIN AIR FILTER	15		
11	041-00255 4364400255 436-440-0255 CABIN FILTER	12		
12	041-02696 333/D2696 AIR FILTER	6		
13	041-10234 CA10234 AIR FILTER	6		
14	041-10888 CA10888 AIR FILTER	10		
15	041-26002 24367 CABIN AIR FILTER	6		
16	041-26006 CA10488 AIR FILTER	6		
17	041-26015 CA9248SY INNER AIR FILTER	30		
18	041-26016 CA10270 49886 AIR FILTER	10		
19	041-26023 CA1503 42691 AIR FILTER	6		
20	041-26024 CA10591 AIR FILTER	40		
21	041-26026 CF8392 CABIN AIR FILTER	6		
22	041-26027 CA10242 AIR FILTER	10		
23	041-26028 3964093 (CUMMINS) CRANKCASE FILTER	15		
24	041-26041 CA9269 AIR FILTER	15		
25	041-26044 CA5056 AIR FILTER	112		
26	041-26051 CA9966SY INNER AIR FILTER	15		
27	041-26054 CF11176 CABIN AIR FILTER	6		
28	041-26058 CA8243 AIR FILTER	15		
29	041-26060 CA10870 AIR FILTER	25		
30	041-26062 500454001 RS5755 PRIMARY AIR FILTER	25		

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
31	041-26067 CA8756 AIR FILTER	6		
32	041-26075 CA9966 AIR FILTER	40		
33	041-26080 CA7229 AIR FILTER	18		
34	041-26088 CA9687 AIR FILTER	20		
35	041-26091 CA10014 AIR FILTER	18		
36	041-26092 CA10262 AIR FILTER	115		
37	041-26093 5303604 (CUMMINS) DEF FILTER	25		
38	041-26099 500455001 WA10166 500166 INNER AIR FILTER	25		
39	041-26101 CV52001000 CRANKCASE FILTER	25		
40	041-26119 CA8039 AIR FILTER	18		
41	041-26120 CA8737SY INNER AIR FILTER	30		
42	041-26132 CA8737 AIR FILTER	30		
43	041-26146 CA9550 OUTER AIR FILTER	10		
44	041-26147 18-2696 CABIN AIR FILTER	10		
45	041-26149 CA8193 AIR FILTER	6		
46	041-26175 CA8755A AIR FILTER	6		
47	041-26186 CA10281 AIR FILTER	15		
48	041-26192 PA10188 CABIN AIR FILTER	30		
49	041-26197 49978 OUTER AIR FILTER	25		
50	041-26199 49968 INNER AIR FILTER	25		
51	041-26230 CA10790 OUTER AIR FILTER	60		
52	041-26232 RE198488 CABIN AIR FILTER	36		
53	041-26241 CA9248 AIR FILTER	75		
54	041-26243 2517298C1 AIR FILTER	6		
55	041-26244 CA10092 AIR FILTER	60		
56	041-26500 AF55005 AIR FILTER	10		
57	041-26764 CA9516 AIR FILTER	6		
58	041-29269 CA9269SY INNER AIR FILTER	15		
59	041-46294 46294 AIR FILTER	6		
60	041-50633 CV50633 (CUMMINS) CRANKCASE FILTER	6		
61	042-27046 PR3304 WF2071 COOLANT FILTER	10		
62	042-27207 WF2074 COOLANT FILTER	10		
63	041-55014 AF55014 AIR FILTER	6		
64	046-31007 CV50628 (CUMMINS) CRANKCASE FILTER	45		
65	094-60881 WF2053 COOLANT FILTER	20		
	<b>FUEL FILTERS</b>			
66	044-07382 320/07382 FUEL FILTER	6		
67	044-10826 K10826 FUEL FILTER	10		
68	044-29001 P10780 FUEL FILTER	84		
69	044-29008 1R-0749 FUEL FILTER	6		
70	044-29008 G3802AFP FUEL FILTER	10		
71	044-29020 PS9915 FUEL FILTER ABPN122R50550	25		
72	044-29023 G7144 FUEL FILTER	6		
73	044-29030 G8018 FUEL FILTER	75		
74	044-29041 CS8629A FUEL FILTER	6		
75	044-29043 CS10648 FUEL FILTER	18		
76	044-29048 P8490 FUEL FILTER	6		

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
77	044-29051 P3401 FS1280 FUEL / WATER FILTER	6		
78	044-29066 R90P PS7716 FUEL FILTER	6		
79	044-29067 P8043 FUEL FILTER	6		
80	044-29076 G3850 FUEL FILTER	6		
81	044-29096 CS9667A FUEL FILTER	18		
82	044-29100 P10715 FUEL FILTER	48		
83	044-29106 P9458 FUEL FILTER FF5138	24		
84	044-29108 C6921 FF5104 FUEL FILTER	6		
85	044-29110 C9559 FUEL FILTER	12		
86	044-29119 PS10716 FS1065 FUEL WATER FILTER	18		
87	044-29131 32/92590 600141 FUEL FILTER	12		
88	044-29144 P8265 FF5089 FUEL FILTER	6		
89	044-29198 G10166 FUEL FILTER	45		
90	044-29201 P8264 FF5321 FUEL FILTER	6		
91	044-29202 P10275 FUEL FILTER	30		
92	044-29204 PS8687 FS1003 FUEL FILTER	75		
93	044-29386 PS10678 FUEL FILTER	6		
94	044-29394 320/07394 600052 FUEL FILTER	6		
95	044-29943 P9626 FUEL FILTER	6		
96	044-69085 3670 FUEL FILTER	16		
97	044-63009 FF63009 FUEL FILTER	15		
98	094-60030 G2FP FUEL FILTER (CLEAR)	95		
99	094-60798 C1191A FUEL FILTER	6		
100	094-60859 P1147G FUEL FILTER	6		
	<b>HYADRAULIC FILTERS</b>			
101	026-08564 581/M8564 HYDRAULIC FILTER	6		
102	073-47006 C1682 HYDRAULIC FILTER	6		
103	073-47008 PFA11028 HYDRAULIC FILTER	24		
104	073-47034 P1653A HYDRAULIC FILTER	6		
105	073-47060 PH977A OIL FILTER	6		
106	073-47065 P6881 OIL FILTER	6		
107	073-47077 P6893 HYDRAULIC FILTER	12		
108	073-47227 1729 HYDRAULIC FILTER	20		
	OIL FILTERS			
109	094-07708 7708 OIL FILTER	6		
110	094-10890 PH10890 FL2051 OIL FILTER	12		
111	094-27090 CH8765 OIL FILTER	220		
112	094-60002 PH3600FP OIL FILTER	60		
113	094-60003 PH3593AFP OIL FILTER	80		
114	094-60005 PH2870A OIL FILTER	6		
115	094-60014 PH3545 OIL FILTER	6		
116	094-60019 PH3614FP OIL FILTER	300		
117	094-60028 1R-1808 OIL FILTER FIRE TRUCK	12		
118	094-60034 PH10968 OIL FILTER	15		
119	094-60037 PH6607 OIL FILTER	15		
120	094-60043 PH3612FP OIL FILTER	6		
121	094-60045 PH3675FP OIL FILTER	75		
122	094-60055 PH49A OIL FILTER	36		

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
123	094-60056 LF9080 OIL FILTER	6		
124	094-60058 PH2821A OIL FILTER	6		
125	094-60061 PH2FP OIL FILTER	300		
126	094-60066 HPH6349AFP OIL FILTER	36		
127	094-60069 PH5FP OIL FILTER	6		
128	094-60075 PH3786 OIL FILTER	10		
129	094-60076 B76 OIL FILTER	24		
130	094-60091 PH16 OIL FILTER	15		
131	094-60096 CH9558 OIL FILTER	6		
132	094-60097 51344 OIL FILTER	6		
133	094-60099 PH4967 OIL FILTER	6		
134	094-60106 PH8691 OIL FILTER	16		
135	094-60107 PH3506 OIL FILTER	30		
136	094-60110 PH10220 OIL FILTER	24		
137	094-60111 PH10575 OIL FILTER	300		
138	094-60117 PH10060 OIL FILTER	130		
139	094-60118 PH10792 OIL FILTER	10		
140	094-60121 7207 OIL FILTER	6		
141	094-60144 PH6017A OIL FILTER	40		
142	094-60145 PH7328 OIL FILTER	6		
143	094-60166 P9407 OIL FILTER	6		
144	094-60170 CH9018 OIL FILTER	10		
145	094-60176 HPH9617FP OIL FILTER	6		
146	094-60178 CH9549 OIL FILTER	35		
147	094-60250 PH8942 OIL FILTER	65		
148	094-60800 CH10797 OIL FILTER	10		
149	094-60819 PH3387AFP OIL FILTER	6		

TOTAL BID \$ \_\_\_\_\_

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**

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

\_\_\_ Less \_\_\_ % \_\_\_ Days Prompt Payment Discount (if offered) (\_\_\_\_\_)

\_\_\_ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$

=====

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: \_\_\_\_\_ DAYS

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](http://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~~ 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.

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

\* \* \* \* \*

## **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

## ***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires:

***Instruction for Completing Systematic Alien Verification  
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.