

**Event No. 8753 Cleaning and Treatment of No. 2 Diesel Fuel  
 Bidder's Checklist – Envelope 1 Requirements**

This checklist shall be attached to the outside of Envelope 1 of a bid. Failure to complete, sign and attach this checklist may result in a bid being deemed nonresponsive.

*\*Electronically submitted bids, if allowed, do not require this checklist. Please see event summary online to determine if electronic responses will be accepted. \**

Firm name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Envelope 1 must contain the following documents:**

Initials	Document
	Section 1310 – Disadvantaged Business Employment Provisions
	Non-Discrimination Statement
	Proposed Schedule of DBE Participation
	Good Faith Effort Form and Log (if applicable)
	Current City of Savannah Tax Certificate

By signing below, bidder is attesting that all items listed in the checklist above have been included in Envelope 1.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Event No. 8753 Cleaning and Treatment of No. 2 Diesel Fuel  
Bidder's Checklist – Envelope 2 Requirements**

This checklist shall be attached to the outside of Envelope 2 of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive.

Firm name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Envelope 2 must contain the following documents:**

<b>Initials</b>	<b>Document</b>
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Attachments
	Certifications/Licenses
	Insurance
	Any Other Requirements as Stated in the Specs

By signing below, bidder is attesting that all items listed in the checklist above have been included in Envelope 2.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CLEANING AND TREATMENT OF STORED NO. 2 DIESEL FUEL

- 4.0 The purpose of these specifications is to describe the requirements for an annual contract for the cleaning and treatment of stored no. 2 diesel fuel for the City of Savannah Stormwater Management Department. Stormwater Management has the responsibility for thirteen (12) diesel fuel storage tanks located at seven (7) stormwater pumping stations throughout the municipality. These fuel oil storage tanks are located above ground and vary in capacity. The fuel is clean enough to run the generators at present. The primary concern of this contract is about the sediment and water in the fuel and insuring it is stabilized.

Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered. Bids may be submitted manually to the address listed in the bid documents in sufficient time to ensure receipt by the Purchasing Department on or before 1:30 P.M. on the date specified in the web page listing for this event. **No electronic responses will be accepted for this event.**

### 4.1 Specifications

- 4.1.1 The successful bidder (hereinafter called “the contractor”) will provide cleaning and treatment of the red-dyed no. 2 diesel fuel stored in on-site storage tanks upon the request of the City of Savannah.
- 4.1.2 Cleaning will involve the complete removal of sludge and other contaminants from the storage tanks, the centrifugation and polish filtering down to five (5) microns or less of the stored no. 2 diesel fuel and, when necessary, the addition of a biocide specifically formulated to inhibit the development of biological growth in the storage tanks.
- 4.1.3 The contractor may periodically be required to provide certified laboratory testing of fuel samples for, but not limited to, particulate contamination, water and sediment, micro-organisms, cultures, and bacterial count/ML at no additional cost to the City of Savannah.
- 4.1.4 The contractor shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work herein. The contractor shall take all necessary precautions for the safety of, and shall provide necessary protection to prevent injury to, all employees on the worksite and other persons including, but not limited to, the public who may be affected thereby.
- 4.1.5 The contractor shall recognize and perform in accordance with all stated intents, specifications, and stipulations contained and referenced herein.

## 4.2 Contractor Qualifications

- 4.2.1 Bidders shall have prior experience in diesel fuel cleaning and the use of biocides as described within these specifications.
- 4.2.2 Bidders shall provide a list of four (4) references to include complete contact information and any prior work performed for other municipalities with contact information (See Attachment 1). **Bids submitted without this information may not be considered further.**
- 4.2.3 Bidders shall provide adequate evidence in the form of a resume or work experience summary to substantiate that the contractor personnel are qualified to perform the tasks that are covered by the scope of work. **Bids submitted without this information may not be considered further.**

## 4.3 Tank Locations

- 4.3.1 See Appendix A for current tank capacities and locations.
- 4.3.2 Additional tanks may be installed during the life of the contract at additional locations.

## 4.4 General Work Performance Requirements

- 4.4.1 Gallon capacities referenced in Appendix A represent tank capacity and should not be considered to be representative of actual gallons of fuel contained therein or to be cleaned. At any one time, the City of Savannah estimates the maximum storage of fuel to be approximately 97,500 gallons. The contractor shall be responsible for determining, subject to verification by City of Savannah personnel, the exact number of gallons of diesel fuel stored in each tank during the cleaning process and billing according to the actual number of gallons processed.
- 4.4.2 Upon request of the City of Savannah, the contractor shall provide diesel fuel cleaning in one (1) or all of the thirteen (13) diesel fuel storage tanks at any one time. Diesel fuel cleaning shall include the removal of sludge, water, and other contaminants from the tanks, centrifugation and polish filtering down to five (5) microns or less of the stored diesel fuel, and the addition of a biocide specifically formulated to inhibit the development of biological growth in the storage tanks. The City of Savannah will identify the tanks to be cleaned when making a service request.
- 4.4.3 The contractor's personnel shall be experienced, knowledgeable, and qualified to perform all aspects of storage tank cleaning, fuel oil purification, and chemical treating work.

4.4.4 The contractor's personnel and equipment will report for work on City of Savannah work sites "fit for duty". "Fit for duty" is defined as personnel who are well rested and not under the influence of drugs or alcohol. Additionally, contractor personnel must not be in possession of any weapons or unlawful substances. All contractor vehicles entering into the project area are subject to search by the Savannah Police Department and shall be free of all weapons, explosives, drugs, alcohol, or other contraband. The contractor shall demonstrate and provide the City of Savannah documentation that it is a certified "Drug-Free Workplace" in accordance with applicable federal and Georgia state law.

4.4.5 The contractor shall perform the work in accordance with all applicable local, state, and federal regulations. The contractor shall provide the City of Savannah with a copy of all applicable licenses and or permits required by federal law and the state of Georgia for the performance of such work.

4.4.6 The contractor shall maintain positive control of all tools, materials and equipment during the execution of the work.

4.4.7 The contractor shall maintain positive control of, and responsibility for, the lawful disposal of all expendable materials intended to be used on City of Savannah work sites.

4.4.8 The contractor must schedule all work through the Stormwater Department's project manager or designee.

4.4.9 The Stormwater Department personnel must be present during the polishing of the diesel fuel to verify and switch fuel tanks as needed.

#### 4.5 **Personnel Documentation and Training Requirements**

4.5.1 The contractor's personnel performing work under this agreement must possess the knowledge, skills, and experience to perform all aspects of the work in a safe and workman-like manner.

4.5.2 The City of Savannah retains the sole authority to determine the acceptability of any contractor personnel to perform any tasks that are required by the terms of the contract and to deny access to the site for just cause.

#### 4.6 **Contractor Responsibilities**

4.6.1 The contractor shall provide all manpower and equipment, including, but not limited to, power, centrifuge, filters, and containers required to perform the scope of work outlined in this agreement.

4.6.2 The contractor shall provide upon request any documentation on personnel and vehicles located on City of Savannah work sites.

- 4.6.3 The contractor shall produce copies of regulatory licenses and permits required by federal law and the State of Georgia to perform the specified work. The contractor shall comply with all applicable federal, state, and local laws and regulations in the performance of the work.
- 4.6.4 The contractor shall provide adequate retention devices such as berms or other barriers to ensure any leakage/spillage is captured and not allowed to seep into the ground or run off into the storm drainage system. This includes a sludge bowl capacity of at least two (2) gallons. The contractor shall be solely responsible for the cost to contain and remediate any and all fuel spills resulting from these operations.
- 4.6.5 The contractor shall provide all hoses, connectors, and adapters required to interconnect the City of Savannah's fuel storage tanks to the contractor's equipment.
- 4.6.6 The contractor shall provide personal safety equipment for the contractor's employees, as required by Occupational Safety and Health Administration (OSHA) regulations (i.e. hardhats, safety glasses, hearing protection, gloves, etc.).
- 4.6.7 The contractor shall retain ownership and provide proper disposal of all used filtration media or cartridges resulting from this scope of work. The contractor shall be responsible for the lawful disposal of any and all contaminants removed from fuel storage tanks during cleaning procedures to include but not limited to waste fuel, particulate matter, water, and other deleterious materials at no additional cost to the City of Savannah.
- 4.6.8 Bidders shall submit bid pricing based on performing all work between 7:30 am until 3:30 pm, Monday through Friday.
- 4.6.9 The contractor shall invoice for the actual gallons of fuel cleaned and treated based on the quoted "per gallon" pricing. Pricing will remain firm for the life of the contract.

5.0 **General Conditions**

5.1 The bid response shall include all documents required in the bidder's checklist. 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, GA 31402

5.3 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 for a bid to be considered.

- 5.4 To be awarded a bid, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).
- 5.5 Bidder acknowledges that by submitting a bid for this 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 bidder.
- 5.6 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 necessary, and if all contracting parties so agree and services provided by the vendor have been satisfactory. The City reserves the right to cancel this contract at any time with a 30-day notice of cancellation.
- 5.8 Insurance Requirements

5.8.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor shall 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

5.8.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

5.8.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor shall 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

#### 5.8.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor shall 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

#### 5.8.5 **General**

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City



**APPENDIX A**  
**CITY OF SAVANNAH CURRENT TANK LOCATIONS**

LOCATIONS:

- 1.) **DeRenne Avenue Pump Station**  
1355 East DeRenne Avenue  
Two (2) 15,000 gallon capacity tanks
- 2.) **Montgomery Cross Road Pump Station**  
1220 Madrid Avenue  
Two (2) 8,000 gallon capacity tanks
- 3.) **Lathrop Avenue Pump Station**  
370 Lathrop Avenue  
Two (2) 8,000 gallon capacity tanks
- 4.) **Kayton Pump Station**  
1400 East President Street  
One (1) 15,000 gallon capacity tank
- 5.) **Springfield Pump Station**  
127 West Boundary Street  
Two (2) 6,000 gallon capacity tanks  
One (1) 2,000 gallon capacity tank
- 6.) **Fell Street Pump Station**  
Georgia Ports Authority gate – East Lathrop Avenue  
One (1) 6,000 gallon capacity tank
- 7.) **Gwinnett Street Pump Station**  
705 East Gwinnett Street  
One (1) 500 gallon capacity tank

**ATTACHMENT 1**

**(This must be included with your bid in order for your bid to be considered.)**

References

In the space below, list references as required in section 4.2.2:

1. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Prior work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Prior work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Prior work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Prior work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXCEPTION SHEET**

**Event # 8683**

If the commodity(s) 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  
305 Fahm Street  
Savannah, Georgia 31402  
ATTN: Purchasing Director

**EVENT NUMBER:**  
**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.**

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: \_\_\_\_\_)

**Do you plan to subcontract any portion of this project? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If yes, please complete the attached schedule of DBE participation. Also complete the schedule if you will be using any DBE suppliers.**

**ADDENDA ACKNOWLEDGMENT**

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

\_\_\_\_\_  
Signature

\*This acknowledgment is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgment of the 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	EST. QTY.	UNIT PRICE	TOTAL PRICE
1	No. 2 Diesel Fuel Cleaning and Polishing	97,500 gallons		
2	Biocide Treatment	97,500 gallons		

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/INSTALLATION AFTER RECEIPT OF ORDER: \_\_\_\_\_ DAYS

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 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.

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Signature

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Title

**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://verify.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

Alien Registration number for non-citizens.

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

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.