



DIESEL ENGINE DRIVEN WASTEWATER PUMPING SYSTEM

EVENT NO. 5653

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe the labor, materials, and equipment required for the commissioning and final acceptance testing of a new trailer-mounted, diesel-engine driven wastewater pumping system for use at City of Savannah Lift Stations.

A mandatory pre-proposal meeting conference has been scheduled. The meeting will be held in the Office of the Purchasing Director, 3rd Floor, City Hall, 2 E. Bay Street, Savannah, Georgia. Only vendors who attend this meeting will have their bids accepted. This meeting will allow vendors the opportunity to discuss the specifications and resolve any questions, and/or issues that may arise with City staff. You are invited to attend.

- 4.1 Scope of Work

This bid shall consist of providing an integrated wastewater pumping system which includes the pump, a highway rated trailer, fuel tank, weather-protective housing, and associated auxiliary components/subsystems comprising a complete system for use at City of Savannah Wastewater Pumping Stations as a "stand-alone" Station Emergency Back-up Pumping System. The work scope shall include all equipment procurement and delivery, start-up and commissioning by a factory certified technician, final acceptance testing and associated live demonstration(s) of system performance, a comprehensive warranty, and on-site operator training. All equipment purchase, labor, transportation/shipping fees, technical publication costs, on-site operator training, and warranty purchase fees shall be included in the bid price.

- 4.2 Equipment Descriptions

A. Prime Mover:

1. The prime mover (engine) shall be 4-cycle diesel powered with on-board battery charging alternator, spin-on lube, fuel, and (as required) coolant filter(s), dry-element air cleaner, and an integral set-mounted radiator cooling system. Engine exhaust system silencer shall be as recommended by the engine manufacturer.
2. The engine shall be certified to U.S. EPA Non-Road Source Emissions Standard **40 CFR 89** current at the time of contract award.
3. The engine shall be equipped with the manufacturer's recommended lead-acid starting battery sub-system with associated cabling.

B. Controller: The engine-pump controller shall have the below listed features as a minimum.

1. Enclosed in a NEMA 3R or better rated housing.
2. An integrated engine management system to include configurable cycle-cranking functions.
3. A comprehensive warning and shut-down protection system to include configurable warning and shut-down conditions as listed below:
 - a. Engine over-speed.
 - b. Low oil pressure warning.
 - c. Low oil pressure shut-down.
 - d. High engine coolant temperature warning.
 - e. High engine coolant temperature shut-down.
4. Data display(s) which include engine RPM, oil pressure, coolant temperature, DC voltage/current, non-resettable engine elapsed run time, fault status, and fault reset function.
5. A “Hand-Off-Auto” (HOA) function, an engine speed (RPM) adjustment control, an alarm acknowledgement and reset function, a manual start-stop function, and a menu navigation function suitable for operator personnel usage **without** the employment of any special tooling/software devices.
6. Capability for pumping initiation/stopping by way of a “float switch” sub-system when unattended in Automatic Operation Mode for the purpose of wet well level control.
7. Easy-to-use cannon- plug type connections for external floats and etc.
8. Weather tight entry point for a multi-conductor cable of a minimum of 12 ea. AWG-16 conductors for remote annunciation purposes.
9. Wiring termination points for “dry” contact remote annunciation of the following conditions:
 - a. Unit is running/stopped.
 - b. Unit low oil pressure shut-down fault.
 - c. Unit high engine coolant temperature shut-down fault.
 - d. Unit over-crank shut-down fault.
 - e. Unit over-speed shut-down fault.
 - f. Unit common fault condition.

C. Engine Housing: The prime mover engine assembly shall have a housing which when the access doors and/or panels are properly closed is rated as NEMA 3R. The housing shall have the below-listed features as a minimum:

1. Stainless steel assembly and mounting hardware.
2. Recessed door(s) on all sides to provide easy access to service points.
3. Designed to operate in ambient temperatures ranging up to 50 degrees Celsius.
4. Easy access lifting points suitable for spreader bars or a forklift.
5. The housing shall be securely fastened to the trailer and/or skid base with SAE grade 8 stainless steel bolts, nuts, and washers.
6. The doors shall be key-lockable ***as well as*** provided with the means to secure with standard padlocks.
7. The housing shall have a factory applied corrosion-resistant coating (paint).
8. The housing shall be constructed such that the engine exhaust exits the housing completely and is equipped with appropriate rain shield device(s).

9. The housing shall be constructed such that any entry/exit points for pump drive shaft and/or suction/discharge pipes and etc. are appropriately rain shielded.

D. Unit Trailer: The pump assembly trailer shall have the following listed features at a minimum:

1. An integrated fuel storage tank of sufficient capacity for the engine driven pump assembly to operate at full load for 24 continuous hours.
2. The tank-trailer assembly shall be equipped with UL listed venting device(s), tank level indicator (fuel gauge), and a padlock lockable filler cap.
3. The tank-trailer assembly shall have appropriate penetrations for pick-up (supply) and return fuel to/from the engine (size as recommended by the engine manufacturer). Flexible fuel lines, applicable fittings, and necessary “loss of prime” prevention devices shall be supplied with the assembly.
4. The tank-trailer assembly shall be rated for safe travel on all local, state, and federal highways with the pump-engine and housing properly mounted to it. This shall include all appropriate traffic signaling devices (lights), electric brake, and reflectors for operation during the hours of darkness.
5. The tank-trailer assembly shall be equipped with a “D-Ring” style towing hook compatible with City of Savannah vehicles that is height adjustable.
6. The tank-trailer assembly shall be equipped with permanently attached (welded) landing legs at each corner for leveling the overall unit with the tires off the ground during operations. Each landing leg shall be height adjustable by way of a hand-operated screw type crank/winch system which is retractable and able to be “locked-in-position” when extended (stationary) **as well** as during travel.
7. The trailer electrical harness shall be equipped with a standard 5-Pin w/center ground type plug compatible with City of Savannah vehicles. The harness shall be of sufficient length to easily reach a minimum of 6 feet beyond the trailer D-Ring for the purpose of connecting to vehicles.

E. System Pump Assembly

The pumping system shall have the capabilities/features listed below as a minimum:

1. An integral automatic **self-priming** sub-system which shall start and stop on-demand while sensing suction conditions.
2. The ability to routinely handle sewage, slurries, and liquids with solids up to 3” in diameter.
3. The ability to run “dry” for a minimum of 24 hours without damage.
4. The pump and engine shall be close-coupled and include a priming compressor.
5. The ability to self-prime to 25 feet of suction lift from dry at sea level.
6. An open impeller with pump out vanes on the back shroud with an integral ball or flapper check valve mounted to the pump discharge flange which prevents in-line return flow when the pump is shut down.
7. The replaceable wear plates shall be fully adjustable and fabricated of cast iron or other suitable metallic material. The wear plate clearances shall be such that no relationship exists between said clearances and the pump’s ability to achieve a prime.
8. The pump shall be equipped with a bearing bracket which contains the shaft and heavy duty ball or tapered roller bearings of such size as required to withstand the imposed loads. The minimum expected service life of these bearings shall be 50,000 hours at 2,200 RPM.

9. The pump seals shall be high-pressure and mechanically self-adjusting with silicon faces capable of withstanding suction pressures of 100 PSI or better. The mechanical seal shall be cooled and lubricated in an oil-bath reservoir which requires no maintenance or adjustment. The seal shall be constructed and installed in such a manner that changing it out **does not** require specialized tooling or the removal of the pump volute to accomplish the change out.
10. The pump shall have a **PRIMARY DUTY POINT** of 2,000 GPM at 80 TDH which does not exceed 1,800 RPM.
11. The pump shall have a **SECONDARY DUTY POINT** of 2,500 GPM at 90 TDH which does not exceed 2,000 RPM.

F. Ancillary Equipment

1. The prime mover shall be equipped with a “tank” style coolant/block heater sized according to the engine manufacturer’s recommendation in order to assist with rapid engine starting and stabilization. **Engine block immersion style heaters SHALL NOT BE ACCEPTABLE.**
2. The system shall be equipped with battery charger-maintainer SENS Model # NRG22-10-RC mounted inside the engine housing in a location which makes it easily observed for operator recording of data display readings **AND** is easily accessible for service purposes. The charger shall be equipped with a six (6) foot long AC power cord with a NEMA 5-20P configured plug at its end. **ANY OTHER BATTERY CHARGER-MAINTAINER SHALL NOT BE ACCEPTABLE.**
3. The engine coolant/block heater assembly shall be equipped with a six (6) foot AC power cord with a NEMA 5-20P or 6-20P configured (as applicable) at its end for easy power removal during servicing activities.
4. The engine shall be equipped with the manufacturer’s recommended lead-acid starting battery located inside the engine housing and secured to its own mounting or box such that it will not shift its position during movement. The battery and mounting shall be located such that it is easily changed out and/or serviced.
5. The engine driven pump assembly shall be equipped with an appropriately sized and configured exhaust flexible fitting and “tail pipe” which vents exhaust fumes outside the housing.
6. The “tail pipe” shall be of such construction/assembly as to preclude the entry of rain water into the exhaust system. (Note: This may be accomplished by way of a sweeping 90 deg bend with mitered exit external to the housing or a rain cap).

4.3 Activation, and Final Acceptance Testing

A City of Savannah representative shall be present to witness all final activation, testing, and demonstration of functions during all steps of this activity.

A. System Activation: The successful bidder shall furnish a minimum of one (1) factory certified technician who shall:

1. Install starting battery(s) and associated cabling.
2. Connect and adjust the battery charger-maintainer as necessary.
3. Install flexible fuel lines, fittings, and any “loss-of-prime” prevention devices.
4. Inspect and verify that all venting, fuel gauge, filler port, and etc. are correctly installed to the fuel sub-system.
5. Inspect and verify that all wiring harnesses are properly installed and undamaged.
6. Inspect and verify that all sub-assemblies (trailer, Double wall fuel tank, housing, and etc. are correctly and securely mounted and/or assembled.
7. Inspect and verify that all trailer landing legs are complete and operate correctly.

8. Connect trailer lighting harness to a vehicle and verify correct operation of all functions.
 9. Inspect and verify that all suction, discharge, and priming connections are correctly assembled to their applicable hoses or pipe fixtures and are directed to the correct destination.
 10. Start and run the system under “no load” conditions and verify that all functions and data displays function correctly. Allow the engine to run for a sufficient length of time to achieve and maintain normal operating temperature.
 11. Verify the correct operation of **ALL** engine safety protection shut-down and warning functions by way of simulating the applicable fault.
 12. Verify that the engine-mounted battery charging alternator is correctly operating.
 13. Verify that the engine exhaust sub-system has no leaks and that all exhaust fumes are vented outside of the housing.
 14. Verify that the system correctly responds to the operation of the start-stop, speed (RPM) adjust, and governor controls.
 15. Verify that no leakage of sewage is present.
- B. System Testing/Operation. The factory certified technician shall perform the following tests and shall have the City of Savannah representative witness and verify the results thereof:

Note: City of Savannah personnel shall assist with control of the station wet well level and “in-place” electric pumps during this phase as necessary to provide the conditions needed AND prevent inadvertent sewer spills or other system problems.

1. Demonstrate the system’s ability to self-prime from dry at 25 feet down from the centerline of the suction inlet in **NO MORE THAN** three feet of sewage in manual operation mode.
2. Demonstrate the pumping system’s ability to pump and discharge into the force main 2,000 GPM of live sewage at 80 TDH without exceeding 1,800 RPM. Allow the system to pump the wet well down to the normal pump cut-off level in manual operation mode.
3. Demonstrate the pumping system’s ability to pump and discharge into the force main 2,500 GPM of live sewage at 90 TDH without exceeding 2,000 RPM. Allow the system to pump the wet well down to the normal pump cut-off level in manual operation mode.
4. Demonstrate items 1, 2, and 3 above in Automatic (Float switch) operation mode.

4.4 Additional Instructions

- A. All equipment shall be new, factory prototype test supported and, if requested by the city, stored at the vendor’s location for a period not to exceed 30 days following notification of the Waster Conveyance Department Superintendent that the equipment is available for delivery and/or pick-up.
- B. Following formal contract award, all issues/concerns regarding this purchase shall be addressed through the Wastewater Conveyance Department Superintendent.
- C. Operator training scheduling shall be coordinated through the Wastewater Conveyance Department Superintendent.

- D. The successful vendor shall provide to the Wastewater Conveyance Department Superintendent a minimum of two (2) copies of:
1. Operator Instruction Manual including operator maintenance instructions for ***ALL*** equipment.
 2. Field replaceable repair parts listing and instructions for replacing.
 3. Suggested “on-hand” spare parts listing.
 4. Service parts listing.
- E. The successful bidder shall furnish two (2) complete sets of applicable float switch assemblies necessary for automatic operation of the system.

4.5 Warranty

This equipment’s warranty shall include, but not be limited to, the following:

- A. All parts, labor, disposal fees, contaminated and/or lost fluids replacement, and travel expenses related to failures caused by workmanship or material defects normally covered under a comprehensive warranty guarantee for a period of 2,000 hours of operation.
- B. Providing and setting up of a “running spare” pump assembly with equal or better operational capabilities at no cost to the City of Savannah. “On-site” set-up of this spare equipment shall commence ***NOLATER THAN*** two (2) hours following notification of the vendor that a failure has occurred regardless of whether the notification is made during normal business hours or not.

5.0 General Conditions

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

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

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

5.2 Original invoices should be sent to:

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

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

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

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

EXCEPTION SHEET

Event # 5653

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:

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

*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
1	Diesel Engine Wastewater Pumping System	1		

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

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.

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.) 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.