

**ELECTRONIC TIME KEEPING SYSTEM  
EVENT NO. 7828**

**SECTION II  
SCOPE OF WORK**

**2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified vendors for an Electronic Time Keeping System for the City of Savannah, Georgia. The City of Savannah established in 1733 is a 108.7 square mile coastal city with a population of 145,862 residents.

The City of Savannah's Council-Manager form of government was adopted in 1954. Under this organizational plan, the legislative responsibility for municipal government is entrusted to a city council. The Savannah City Council consists of the Mayor and eight Aldermen. City Council levies taxes, enacts ordinances and adopts the annual budget, and performs many other legislative functions. The Savannah City Council is also responsible for setting priorities through the City's Strategic Planning process. There are approximately 2500 employees (2400 full-time positions and 100 part-time to include seasonal positions) in the City. Employees are paid weekly or bi-weekly. Employees are also salary, hourly, exempt, or non-exempt. Non-exempt hourly employees are covered under the Fair Labor Standards Act.

The City of Savannah has 96 Operation Divisions. The departments are organized by 6 Service Centers Governance, Strategic Services, Municipal Operations, Infrastructure & Development, Community Services, and Public Safety.

The City of Savannah has multiple funds:

Governmental funds – General Fund, Special Revenue Funds (Community Development Fund, Hazardous Materials Fund, Per-Occupied Room Fund, Grant Fund)

Proprietary Funds – Enterprise Funds (Sanitation Fund, Water & Sewer Fund, Industrial & Domestic Water Fund, Civic Center Fund, Parking Services Fund) Internal Services Funds (Fleet Services Fund, Information Technology Fund)

The City of Savannah has multiple pay codes that are at times mixed but not limited to regular time, standard time, records, overtime, acting pay, stipends, on call, and call back. The City currently have 328 pay codes in Lawson with the police department owning 58 pay codes. On a monthly basis, approximately 7,500 checks are processed for 2,421 employees (185 employees do not have direct deposit). Direct deposit changes frequently but when completing an analysis of active employees and pensioners, the total was 4,053. Of that number, 274 did not have a direct deposit on file. Most of the employees have a Full Time Equivalency less than one (1) or seasonal employees. In addition, Employee's that are paid bi-weekly have a standard time record that pays in real time. Employee's that are paid weekly are paid in arrears. The City's pay and leave policy governs compensation if employees work during exceptions, City observed holidays, personal leave, and jury duty.

A pre-bid conference has been scheduled to be conducted as a telephone conference meeting. Please use the call-in number, 602-580-9603, access code 8998837, if you would like to attend this meeting. This meeting will allow contractors to discuss the specifications and address any issues that may have arisen with City staff. You are invited to attend. You are invited to attend. Electronic submissions will not be accepted for this proposal.

## **2.1 Contract Terms:**

This will be a one (1) year contract with two (2) renewal options available, 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 one year after date of award. Proposed pricing will remain firm throughout the contract.

## **2.2 Scope of Services:**

The successful proposer shall provide the following services: An electronic time keeping platform with auditing capabilities to accurately track and manage time, attendance, and Fair Labor Standards Act law requirements to eliminate liability on the City of Savannah.

### **2.2.1 General Requirements**

Responses to this RFP must include a thorough description of all Electronic Time Keeping functions. All proposals shall include an electronic time keeping platform with appropriate hardware devices (time clocks and accessories). Proposals shall also include cloud based software as a service, onsite installation of all components, onsite training for all components, and shall offer optional web-based training for all components, technical support and future software/upgrades, as well as appropriate deployment assistance to ensure the system is properly implemented. Power over Ethernet is preferred. The power requirements are 120V wire in wall.

### **2.2.2 System Requirements**

- Provide server hardware requirements with no limit of employees in the platform.
- Provide recommended hardware requirements for end-user workstations. Please provide any requisite software which shall be installed on end user workstations in support of your proposed solution.
- Shall support mobile accessibility (e.g. smartphones, tablets), providing access to complete key processes clock in/out functions. For example geo-fencing clock in for on call employees. The time clock would need to give permissions to Apple and Android users.
- Mobile app for remotely clocking in and out functions.
- Shall support importing data using various file formats (e.g., mass load process – Excel, text, etc. file formats).
- Shall have industry leading security practices for direct login and single-sign-on (SSO), encryption of data, etc., and is secured using leading certifications and encryption (e.g., SSL, TLS). The City supports active directory federated services or Azure Connect.
- Shall provide time and attendance auditing functions.
- Shall have the ability to create time keeping reports to include historical records for active and terminated employees.
- Shall be compatible with Lawson Version 10 and Lawson Version 11 if the City upgrades in the future.

- Ability for users to access features to control what type of information users are allowed to report on (security levels).
- Ability for users to create and customize reports on system and employee data. Ability for users to pre-configure reports that are to be used by supervisors.
- Ability to import and export data using Microsoft Office Suite.
- Ability to manage and report various forms of leave and compensation, including compliance such as FLSA, ADA, FMLA, ACA and other state and federal regulatory requirements.

### **2.2.3 Fire Department Public Safety Electronic Timekeeping Requirements**

- Ability to manage time for a 27 Workday Cycle with a 24 hour work shift and accurately calculate overtime compensation in compliance with the Fair Labor Standards Act section 207k.
- Ability to manage shift swaps or change regular day off schedules.
- Ability to integrate with the Records Management System.

### **2.2.4 Police Department Public Safety Electronic Timekeeping Requirements**

- Ability to manage a 14 Day Work Cycle with 12, 10, and 8 hour shifts and accurately calculate overtime compensation in compliance with the Fair Labor Standards Act section 207k.

### **2.2.8 Licensing**

- Proposals shall include a detailed explanation of the licensing model for your proposed solution. Proposals shall include any differences in pricing of users (e.g., a user who needs read only access to an application vs. a user who creates and modifies data within an application.)
- Proposals shall include if discounts are offered based on the volume of users.
- Proposals shall include how you would accommodate incremental growth in our organization. (e.g., The City finds the need to add additional users at some point in the future.)
- Proposals shall include your annual maintenance and what is included in the annual maintenance fees.
- From time-to-time, the City of Savannah desires onsite training from the selected vendor to explain new features, train new employees, and discuss challenges we may encounter with such a proposed system. Proposals shall include detailed training options available.

### **2.2.9 Support and Upgrades**

- Responses shall include a clear and precise description of support/maintenance. Proposals shall include practices for upgrades, minor or major. Proposals shall address all software and third party with respect to support and upgrades. The proposal should include all costs for three (3) years. This should only be included on the "Fee Proposal" page of this RFP. Describe in detail the service level for support.
- Proposals shall include the average response time for technical and end-user support questions.
- Proposals shall include the average resolution time for technical and end-user issues.

- Proposals shall list the hours that the support personnel available on an hourly, daily basis.
- Proposals shall include the amount of members that make up the support team.
- Proposals shall include the average number of years of experience for current personnel providing technical and end-user support for the proposed application.
- Proposals shall include the processes that are in place to monitor response time during peak usage. Explain how response issues are resolved in times of prolonged queues, voicemails, and high call volumes.
- Proposals shall give details about service levels during implementation and after.
- Proposals shall give details about your annual subscription costs and tier levels for support.

#### 2.2.10 Training

The contractor shall provide training as needed. Training will include PowerPoint, video, audio, and webinar. Training on time clocks software should be 40 hours for admins and users. Virtual training would be an acceptable option due to COVID-19. The contractor shall provide in the proposal an hourly rate for training and an estimated amount of days that are required to adequately train City staff users on the proposed system. This hourly rate will also be used for any additional training needed throughout the contract

### 2.3 Submittals

- A. **Costs:** Please include and itemize all costs for hardware, software, installation, training, maintenance, support, upgrades, tiered cost and recurring service for all three (3) years.
- B. **Qualifications:** The proposer shall submit their qualifications, experiences and references in a narrative format which will become part of the proposal. Proposers must list their education and experience in providing the solutions and/or services listed.
- C. **References:** The proposer shall furnish at least four (4) references from accounts worked with of similar size and magnitude for the same type of services proposed. References shall include a contact person and phone number. Failure to provide suitable references may be cause for rejection of the proposal (See Attachment A).
- D. **Statement of Work and Schedule:** The proposer shall furnish a statement of work (SOW) outlining tasks to be performed by the proposed and the City of Savannah. The SOW should include a preliminary implementation schedule and a method for functional testing. The implementation schedule should also include the method of purchasing, training, delivery and installation of any software. The final contract will include penalties if the final implementation schedule is not met.

**2.3.1 Proposal Format:** Proposals shall be submitted in the following format and include the following information.

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.

- b) Detailed description of the Electronic Time Keeping System capabilities requested
- c) Fee Proposals per instructions in Section III signed by responsible party
- d) Proposed Schedule of DBE Participation and Non-Discrimination Statement.
- e) Response to Consultant Statement of Qualifications included with this document. (Additional information such as agency brochures, resumes, etc. may be submitted as appropriate).

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

- a) Proposer’s qualifications and experience, including support capabilities (30 points)
- b) Technical capabilities (10 points)
- c) Fees (20 points) Fees will be scored on a total of three 3 years.
- d) References (10 points)
- e) SBE/DBE participation goals (10 points)
- f) Savannah First Local vendor participation (20 points total) – Vendors within the city limits of Savannah and have a City of Savannah Business Tax Certificate prior to April 1, 2020 will receive a total of 20 points. Vendors outside the city limits but located within Chatham County will receive a total of 10 points.

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed, and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City’s discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

**2.5 Copies:** One (1) unbound, printed, and signed original and five (5) identical, printed copies, and one (1) digital copy on a flash drive of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

**2.6 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

**2.7 Local Vendor Definition**

A Proposer or business shall be considered a local vendor if it meets all of the following requirements:

- a) The proposer 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 proposer or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City prior to April 1, 2020, and

- c) The proposer or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

## **2.8 Satisfaction of DBE Goals; Good Faith Effort**

The process by which the City determines whether an Offeror has met the City's DBE goal is set forth in the guidelines below:

- a. A bid shall be considered non-responsive unless a bidder/proposer meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. In order to meet the DBE goal of a solicitation, a bidder/proposer entity must submit the following information:
  - i. The names and addresses of each DBE that will participate in the contract;
  - ii. A description of the work that each DBE will perform;
  - iii. The percentage of the contract value that each DBE will receive.
  - iv. Written documentation, in a form acceptable to the Office of Business Opportunity (OBO), of the bidder's/proposer's commitment to use each DBE whose participation the bidder/proposer submits to meet the contract goal; and
  - v. Written confirmation, in a form acceptable to the Office of Business Opportunity (OBO), from each DBE that it will participate in the contract as indicated by the bidder/proposer.
- c. The bidder/proposer should submit the above information as follows:
  - i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
  - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after the Office of Business Opportunity (OBO) notifies the bidder/proposer that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.
  - i. A bidder/proposer shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder/proposer timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's/proposer's good faith effort to meet the goal, as

determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder/proposer has made to meet the goal.

- ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
  1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder/proposer must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder/proposer must take appropriate steps to follow up initial solicitations of DBEs.
  2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
  3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
  4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's/proposer's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.
- iii. In determining whether a bidder/proposer has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder/proposer and the level of participation proposed by other bidders/proposers. The closer the bidder's/proposer's proposed participation is to the goal or to the proposed participation by other bidders/proposers, the greater the indication of good faith by the bidder/proposer.

**2.9 Pricing:** All pricing will be in a separate sealed envelope titled Fee Proposal. Additional pages may be used for explanation of pricing.

**2.10 Submittals:** Proposers shall submit with their proposals requested information including:

- Average and maximum turnaround time
- Detail of success rate

**2.11 References:** The proposer shall furnish at least four (4) references from accounts worked with of

similar size and magnitude for the same type of services proposed. References shall include a contact person and phone number. Failure to provide suitable references may be cause for rejection of the proposal (See Attachment A).

- 2.12 Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.13 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.
- 2.14 Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.



**SECTION III  
FEE PROPOSAL**

***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. PROPOSALS MUST BE SUBMITTED ON THIS FORM.***

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee ELECTRONIC TIME KEEPING SYSTEM RFP Event No. 7828 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. If a proposer fails to submit fees separately from the proposal, or submits pricing anywhere else in the proposal, that proposal may be deemed non-responsive.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.14 of this RFP.

ITEM NO.	DESCRIPTION	QUANTITY	COST YEAR 1	COST YEAR 2	COST YEAR 3
1.	Software	1 LOT	\$	\$	\$
2.	Hardware	1 LOT	\$	\$	\$
3.	Travel	1 LOT	\$	\$	\$
4.	Software Maintenance and Support	YEARLY	\$	\$	\$
5.	Installation	1 LOT	\$	\$	\$

6. Training hourly rate \$ \_\_\_\_\_ @ 8 hours per day = \$ \_\_\_\_\_ Daily Total

Proposed days needed for user training \_\_\_\_\_

Total amount proposed for training \$ \_\_\_\_\_

**TOTAL PROPOSED COST FOR THREE (3) YEARS** \$ \_\_\_\_\_  
(Including all fees from items 1 through 6 above)

Have you provided references from the last two years on Attachment A? \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_\_) \_\_\_\_\_  
Area Code

**FAX:** (\_\_\_\_\_) \_\_\_\_\_  
Area Code

**EMAIL:** \_\_\_\_\_

**I certify this proposal 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**  
\_\_\_\_\_

**SECTION 01310**  
**DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS**

The City of Savannah actively encourages employment and participation of small and disadvantaged businesses in all City contracts. Attention of the bidders/proposers is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that disadvantaged business enterprises (DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established a **20% overall** DBE goal for this project with **10%** going to LDBE..

In order to determine compliance, bidders/proposers shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of disadvantaged business enterprise participation (Sec. 01310-4) and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

**Failure to submit the required documents shall result in the bid not being read or considered.**

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of DBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from DBE subcontractors or suppliers. [**Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.**]
- ✓ Designating portions of the work for DBE subcontracting in trades with established availability of DBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to DBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder/proposer be debarred from participating in future City contracts.

The contractor is required to fulfill any DBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to any substitution.**

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any DBE listed in the completed form entitled "Proposed Schedule of DBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE's opportunities to sell to,

or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder/proposer non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

**The State of Georgia Department of Transportation** maintains a website listing of Disadvantaged Business Enterprises located at [www.dot.ga.gov/PS/Business/DBE](http://www.dot.ga.gov/PS/Business/DBE)

**Chatham County** Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

**GA Tech Procurement Assistance Center** maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

**Savannah/Hilton Head International Airport Commission** maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at [www.savannahairport.com](http://www.savannahairport.com)

**Small Business Assistance Corporation** maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at [www.sbacsav.com](http://www.sbacsav.com).

## 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, women, and individuals belonging to other socially and economically disadvantaged groups;
- (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

**PROPOSED SCHEDULE OF DBE PARTICIPATION**

Any DBE listed in this completed form must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City’s evaluation process.

Name of Bidder/Proposer: \_\_\_\_\_ Bid No. \_\_\_\_\_

Project Title: \_\_\_\_\_.

**NOTE: Proof of DBE certification must be attached to this completed form for all firms listed in the table below.**

Name of DBE Participant	Telephone	Email	Address (City, State)	DBE? (Y/N)	Type of Work Sub-Contracted	Sub-contract Value (%)	Sub-contract Value (\$)
						%	
						%	
						%	
						%	
						%	
						%	
Total Base Bid							\$
Total Proposed DBE Subcontracts							\$
Bidder’s Proposed DBE Participation							%

**The undersigned will enter into a formal agreement with the DBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah.** The Prime’s subcontractors’ subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

**Joint Venture Disclosure**

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the disadvantaged joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

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

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Disadvantaged Business Enterprise**

**GOOD FAITH EFFORT**

\_\_\_\_\_  
Prime Company Name

\_\_\_\_\_  
Bid Date

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Event Number

**If you have failed to secure DBE participation or if your DBE participation is less than the City's project goal, you MUST complete this form.**

If the bidder's method of compliance with the DBE goal is based upon demonstration of a good faith effort, the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City. Compliance with each item, 1 through 4 below, shall satisfy the Good Faith Effort requirement absent proof of fraud, intentional and/or knowing misrepresentation of the facts or intentional discrimination by the bidder.

**This form must be submitted in its entirety with supporting documentation in a separate sealed envelope with your bid prior to the time of bid opening. Failure to comply may result in the bid being considered non-responsive and the bid may not be read or considered.**

1.) Please list each and every subcontracting and/or supplier opportunity (DO NOT LIST NAMES OF FIRMS) which will be used in completion of this project, regardless of whether it is to be provided by a DBE or non DBE.

(Use additional sheets, if necessary)

List of:

Subcontracting Opportunities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of:

Supplier Opportunities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





2.) Did you obtain a current list of DBE firms?

\_\_\_\_\_ Yes

Date of Listing \_\_\_\_/\_\_\_\_/

\_\_\_\_\_ No

Source \_\_\_\_\_

3.) Please indicate subcontract or supplier list categories for which potential DBE bidder lists were provided?  
Provide detail of how these DBEs were solicited.

_____	_____
_____	_____
_____	_____

4.) **Please attach the following:**

(1) Completed Good Faith Effort Log see: 1310-7 Log

(2) Evidence of solicitation to prospective DBE firms, such as advertisements, copies of solicitation letters, faxes, emails and other to substantiate efforts.

***DEMONSTRATION OF GOOD FAITH EFFORTS MUST INCLUDE ALL ITEMS OUTLINED IN THIS SECTION.***



**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.