



**PURCHASING DIVISION**

**GROUNDS MAINTENANCE - CITY FACILITIES**

**EVENT NO. 6405**

**SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe requirements for grounds maintenance services at various City facilities. The City desires to contract these services and the scope of work includes furnishing all labor, equipment, fuel, and other necessary items to perform these services.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 1375 Chatham Parkway, 2<sup>nd</sup> floor, Savannah, Georgia 31405. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 **General Requirements**  
Unless otherwise specified, all grounds maintenance services shall be provided in accordance with the City of Savannah Grounds Maintenance Standards, listed below, and all work shall be performed in a professional manner using equipment and techniques meeting accepted industry standards. Typical areas to be maintained include: turf grass, landscape beds, sidewalks, parking lots, paved areas, woods or brush lines, and drainage ditches bordering the site.
- 4.2 **Property Locations**  
Property locations and frequency are listed below. The City has the right to add or remove properties from this contract as necessary. It is strongly suggested that contractors visit each location prior to submitting their bid.
- 4.2.1 **Civic Center**  
301 West Oglethorpe Ave.
  - 4.2.2 **Cultural Arts Center**  
201 Montgomery Street
  - 4.2.3 **W.W. Law Archives**  
226 Martin Luther King Jr. Blvd.
  - 4.2.4 **Code Compliance Department**  
1700 Drayton Street

- 4.2.5 Liberty Municipal Building  
601 E. Liberty Street
- 4.2.6 Entrepreneurial Center  
801 East Gwinnett Street
- 4.2.7 Housing Rehabilitation  
5513 Abercorn Street
- 4.2.8 Traffic Engineering Sign Shop  
230 East Lathrop Avenue
- 4.2.9 Southside Vehicle Maintenance  
6900 Sallie Mood Drive
- 4.2.10 Police Complex and Training Center  
3401 Edwin Street
- 4.2.11 Savannah Police Department Headquarters  
201 Habersham Street
- 4.2.12 Central Precinct  
1512 Bull Street
- 4.2.13 K-9 Unit  
1801 Kerry Street
- 4.2.14 Savannah Police Department Northwest Precinct  
602 E. Lathrop Avenue
- 4.2.15 Police Northwest Substation  
1150 Armstead Road
- 4.2.16 Travis Field Training Site  
1 Darque Road
- 4.2.17 Broughton Street Parking Lot  
645 East Broughton Street
- 4.2.18 Liberty Street Garage  
301 West Liberty Street
- 4.2.19 State Street Garage  
110 East State Street

#### 4.3 Qualifications

Bidders must submit proof of performance of professional grounds maintenance services as their primary livelihood for the past three (3) years, and, unless otherwise specified, must have performed satisfactorily on at least three (3) commercial or government projects of similar size and scope, and at least one (1) project for more than twelve (12) months. Bidders must provide three (3) references indicating past performance on Attachment 1. Attachment 1 must be submitted with a bid to be further considered.

Any provider of pesticide, herbicide, or growth regulator applications must possess a current Georgia Commercial Pesticide Applicators License with the appropriate endorsement(s) and provide a copy of any

applicable licenses with a bid to be further considered. The authorizing department reserves the right of determining the adequacy of the vendor's qualifications.

#### 4.4 Quality Control and Supervision

The successful bidder must provide adequate training, supervision, and quality control over the services provided. The successful bidder, or its designated agent, must ensure that all services have been provided according to these specifications and must notify the authorizing department upon completion of any maintenance cycles or special services. Invoices shall not be submitted for payment until all services have been provided according to these specifications. Performance will be considered unsatisfactory when, upon inspection, it can be demonstrated that certain areas or aspects of the project have not been maintained in accordance with these specifications.

#### 4.5 Conflict of Interest

The service provider, vendor's employees, and/or vendor's representatives, shall not engage in activities which may be in conflict with the interests of the City of Savannah. They must not perform any activities on public property other than the services described herein, unless authorized by the City of Savannah. They must not accept any form of compensation from any person, except the authorized payment from the City of Savannah for the services provided, for any services provided for the project(s) described herein, unless authorized by the City of Savannah. The contractor shall not hire City of Savannah employees to perform any work under this contract.

#### 4.6 Reporting and Responding

The vendor or its designated agent must report any damage, complaints received, vandalism, or suspicious activities immediately to the authorizing department. The vendor or its designated agent is expected to respond to all notices and complaints from the authorizing department. The vendor shall repair or replace, at its own expense, any and all damage caused by grounds maintenance employees and any equipment or operations including, but not limited to: drainage structures, broken irrigation fixtures, trees, shrubs, fences, public and private utilities and other public and private property. Excessive tire rutting that causes drainage problems, brings complaints from citizens or that constitutes a hazard to the public shall be immediately repaired by the Contractor at his own expense. The vendor or its designated agent must notify the authorizing department immediately if it experiences any difficulty in performing grounds maintenance as specified for any reason. Reports of completed work shall be furnished to the authorizing department and shall accompany all invoices submitted for payment.

#### 4.7 Communications

The contractor shall provide contact information whereby his appointed representative may be reached twenty-four (24) hours per day, seven (7) days per week, if and when problems develop. The contractor shall communicate with and properly direct all his employees to ensure that all maintenance work is in compliance with these specifications. The contractor shall be in regular communication with the City's representative while maintenance work is in progress. Contact information for the City's representative will be supplied to the successful bidder at the time of contract award.

#### 4.8 Grounds Maintenance Employees

The vendor shall employ a workforce adequate to provide all services to the project in accordance with these specifications. Any employee(s) of the vendor must be properly trained and qualified to perform any tasks assigned on the project(s) specified. The vendor and any and all employees thereof must be neat and professional in appearance and must wear uniforms with the company logo clear and visible while performing work on the specified project(s). Uniforms shall include shirts, long pants, and safety shoes, and shall be subject to the approval of the authorizing department. No clothing with offensive print or designs will be allowed. The vendor must be able to meet payroll obligations of all employees. The authorizing department reserves the right of determining the adequacy of the vendor's employees.

#### 4.9 Service Vehicles

Any vehicles used on site, or for transporting personnel, equipment, fuel and/or supplies to and from the site, must be clearly marked with the company name. Vehicles must be in safe, working order and in full

compliance with all Department of Transportation (D.O.T.) regulations. The authorizing department reserves the right of determining the adequacy of the vendor's vehicles.

#### 4.10 Personnel, Operational, and Public Safety

The vendor shall provide adequate safety training and personal protective equipment to all personnel assigned to the project(s) specified. All safety devices on vehicles and equipment must be functional and properly used during any operations. The vendor shall provide for pedestrian and vehicular safety in the work zone, and shall provide warning devices, personnel, and/or signs as needed in accordance with local, state, and federal regulations, including the Manual of Uniform Traffic Control Devices. All work shall be performed in accordance with all applicable Occupational Safety and Health Administration regulations. Contractor shall comply with all applicable local, state and federal laws.

#### 4.11 Equipment

Unless otherwise specified, the vendor must own any equipment to be used on the specified project(s) or provide documentation of a lease-purchase agreement on equipment, in effect at the notification of contract award. In case of equipment failures, the vendor must also demonstrate the ability to obtain back-up equipment, either through ownership or rental of such equipment. All equipment must be maintained in safe and working order to provide high-quality maintenance. Blades on mowing equipment shall be kept sharp, and guards should be in place to minimize objects being thrown from beneath mowers. No equipment is to be left unattended on City property without the permission of the authorizing department. Any equipment left on site must be parked in designated areas and is left at the risk of the vendor. Major repairs to vehicles and equipment shall not be completed on City of Savannah property. The changing of engine oil, hydraulic oil, greases or other fluids of any vehicle or piece of equipment shall not be allowed on City of Savannah property. The fueling of vehicles and equipment shall not occur within twenty (20) feet of any canal or ditch within the City of Savannah. Any and all fuel or other hydrocarbon spills shall be immediately reported to the authorizing department and pursuant to state law the Georgia Environmental Protection Division, as applicable. The vendor is responsible, at his own expense, for any and all spill remediation required by law. The authorizing department reserves the right of determining the adequacy of the Contractor's equipment. Bidders must complete Attachment 2 and include this with the bid to be further considered.

#### 4.12 Invoicing

The vendor, or its designated agent, must ensure that all services have been provided according to these specifications and must notify the authorizing department upon completion of any maintenance cycles or special services. Invoices shall not be submitted for payment until all services have been provided according to these specifications. The vendor may not invoice for portions of sites completed. Only fully completed sites are eligible for invoicing. Invoices failing to meet these requirements or missing information will not be entertained for payment. No invoices will be paid until the work has been inspected by the authorizing department and found to have been completed in accordance with these specifications. Invoices should include the site name, services provided, date(s) of services, and the signature of an authorized representative of the vendor.

#### 4.13 Duration and Frequency of Services

Unless otherwise specified, the duration of the service will commence on the date of notice to proceed and end on December 31, 2019 at the frequency noted. Some services may be required only during designated seasons, while many services will be required year-round. Mowing, trimming and edging of lawns and fields shall be done as specified in section 4.2 and shall be completed satisfactorily within the designated maintenance cycle at the designated frequency.

#### 4.14 Grounds Maintenance Standards

4.14.1 Litter and Trash Removal: All litter and trash, material not naturally occurring in the environment, shall be removed from the sites prior to performing maintenance services. The vendor must ensure that its employees are collecting and legally disposing of all trash and debris and be able to provide documentation of the legal disposal of debris upon request.

Litter shredded and distributed by mowing operations shall be immediately removed by the vendor at no further cost to the City of Savannah.

- 4.14.2 Turf Maintenance: All turf areas shall be mowed and trimmed at the designated frequency (cycle) to provide a neat and well-groomed appearance. Grass cuttings shall be mulched back into turf provided the cut grass is unnoticeable. Any noticeable accumulation of grass or vegetative debris must be collected and removed from the project. The vendor shall trim and/or edge around all structures or obstacles including trees, shrubs, buildings, structures, equipment, monuments, markers, coping, curbing, fencing, poles, signs, benches, water spigots, sidewalks, head walls, guardrails, tops of drainage ditches/canals, etc. Mowed areas should be neat and uniform in appearance when completed. Turf grass shall not be “scalped” or laid bare of vegetation due to improper mowing operations. Unless otherwise specified, the height of grass shall be cut at no less than two inches (2”) and no more than four inches (4”). All grass cuttings, leaves, and debris must be swept or blown from structures and paved surfaces.
- 4.14.3 Landscape Maintenance: Shrubbery, if included, shall be pruned as necessary in accordance with the specifications herein. Weeds and vines growing in shrubbery shall be removed manually. Small trees, including crape myrtles, must never be topped; however, they may be pruned to remove suckers, broken branches, dead wood, limbs interfering with pedestrian or vehicular traffic, and to prevent sight line restrictions.
- 4.14.4 Mulching: Landscaped areas, if included, shall be refreshed twice per year with red cypress mulch to maintain a minimum depth of 1 ½. Any mulch which has washed out of mulched areas must be raked back into mulched areas. All turf lines around mulched beds, curbs, and sidewalks must be edged mechanically. Chemical edging is not allowed.
- 4.14.5 Leaf and Debris Removal: Unless otherwise specified, appropriate mulch should be left around shrubs, small trees, or flower beds in accordance with the mulching specifications herein. All fallen leaves, twigs, fruit, and other vegetative debris shall be removed from turf areas and from any ditches, culverts, or storm drainage systems within or adjacent to the site. Any fallen limbs, moss, and vegetative debris generated by typical thunderstorms shall be removed. Any additional debris generated by grounds maintenance operations must also be removed and legally disposed. Leaves, twigs, fruit, and other vegetative debris can be mulched into turf areas provided no debris remains visible. Any noticeable accumulation of leaves, twigs, fruit, or vegetative debris must be collected and removed from the project. No dumping will be allowed on any project without the expressed permission of the authorizing department. Fallen leaves, twigs, fruit, and other vegetative debris may be blown into piles for collection; however, no such debris may be blown into wooded areas, ditches, culverts, roadways, or the storm drainage system and no piles shall be left on any site(s) overnight.
- 4.14.6 Weed and Wild Growth Removal: Unless otherwise specified, all shrub beds, flower beds, groundcover areas, mulched areas, fence lines, curbs, paved areas (roadways, driveways, walkways, including expansion joints), areas around obstacles, and any other non-mowing areas shall be kept free of wild growth and weeds for the duration of the service period. Turf shall be maintained along wooded areas by cutting back small trees and wild growth which encroach into established turf areas. Weeds and wild growth in gutters, ditches, culverts, or storm drainage systems must also be removed to allow for drainage. Unless otherwise specified, weeds and wild growth may be treated with appropriate growth regulators in accordance with these specifications to prevent re-sprouting. Any plant material damaged by the use of herbicides shall be replaced by the vendor at its own cost. All chemicals must be approved by the authorizing department prior to its applications.
- 4.14.7 Growth Regulator Applications: Unless otherwise specified, the vendor, or its designated agent, may apply growth regulators to reduce maintenance, provided the applicator possess a

current Georgia Commercial Pesticide Applicators License and all applications conform to applicable federal and state regulations. Non-selective herbicides may be applied as needed to reduce need for trimming and edging around signs, guy wires, utility poles, hydrants, obstacles, and structures. The spray pattern shall not exceed four inches (4") from the obstacle or structure. Growth regulators may be applied to turf areas. All chemicals must be approved by the authorizing department prior to its applications. The vendor must maintain accurate records of all chemical applications and submit to the authorizing department upon request.

4.14.8 Irrigation Systems: The vendor, or its designated agent, shall visually inspect the irrigation systems, if present, within the designated site(s) and report any leaks, broken or missing fixtures, or other problems such as too much or too little moisture. Broken sprinklers or leaks must be reported immediately to the authorizing department. Damage caused by the vendor's employees, equipment, or any operation of the vendor shall be repaired or replaced at the vendor's expense.

4.14.9 Paved Areas: Unless otherwise specified, the vendor, or its designated agent, shall apply non-selective herbicides as needed to any vegetation growing on roadways, driveways, walkways, shoulders, parking areas, or any other paved surfaces, including curbs, gutters, and expansion joints. All chemicals must be approved by the authorizing department prior to its applications. The vendor must maintain accurate records of all chemical applications and submit to the authorizing department upon request. All paved surfaces within the specified site(s), including any curbs and/or gutters surrounding the project, shall be cleaned off by sweeping or blowing.

4.14.10 Removal of Unauthorized Signs: Any sign other than those installed by the City, state, or federal government are not permitted on public property and shall be removed and turned in to the authorizing department. This includes advertising signs, political signs, yard sale notices, etc.

4.14.11 Site Restoration: All work areas shall be cleaned up at the end of each work day. No debris, clippings, or trash bags shall be left on site overnight.

#### 4.15 Maintenance Schedule

All work must be completed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding City Holidays unless otherwise approved by the City. The vendor must furnish a written maintenance schedule to the authorizing department one (1) week prior to performing any maintenance work. The schedule shall include the projected dates that the vendor plans to work including the sites on which work is projected to occur.

#### 4.16 Site Access

If gates or other access limitations are involved, then access should be coordinated with the Real Estate Manager who is assigned to manage the asset involved. The Real Estate Manager will provide access, or coordinate access with the department occupying the property. The vendor shall be responsible for locking all gates upon leaving a site. The vendor's failure to lock gates which results in trespassing and dumping/property damage by others shall result in the vendor removing all dumped debris and/or correcting any damage at his own expense.

#### 4.17 Mowing Service Requests and Additional Sites

Citizens will, from time to time, call the City with maintenance service requests. These additional calls for service may be forwarded to the contractor for action at the City's discretion. Therefore, it is required that an additional per site maintenance rate be quoted to cover the cost of this additional work, if assigned. The City reserves the right to add or delete properties from this contract as necessary. The contractor shall provide costs for maintaining additional sites at per cycle/ per acre rates.

## 4.18 Insurance Requirements

### 4.18.1 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 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.

### 4.18.2 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.

### 4.18.3 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 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.

#### 4.18.4 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 will 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.

#### 4.18.5 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.

4.19 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2019. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

#### 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 DBE Participation
- Other submittals as stated

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

5.2 Original invoices should be sent to:

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

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



- 5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).
- 5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

**EXCEPTION SHEET**

Event #6405

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  
1375 Chatham Parkway  
2<sup>nd</sup> floor  
Savannah, Georgia 31405  
ATTN: Purchasing Director

**EVENT NUMBER: 6405**

**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 #: \_\_\_\_\_**

**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 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	CODE COMPLIANCE	52 CYCLES		
2	LIBERTY MUNICIPAL BUILDING	52 CYCLES		
3	NORTHWEST PRECINCT – SPD	52 CYCLES		
4	NORTHWEST SUBSTATION – SPD	52 CYCLES		
5	POLICE COMPLEX AND TRAINING CENTER	52 CYCLES		
6	ENTREPRENEURIAL CENTER	52 CYCLES		
7	SPD – HEADQUARTERS	52 CYCLES		
8	K-9 UNIT BUILDING	52 CYCLES		
9	SPD CENTRAL PRECINCT	52 CYCLES		
10	HOUSING REHABILITATION BUILDING	52 CYCLES		
11	CIVIC CENTER	52 CYCLES		
12	CULTURAL ARTS	52 CYCLES		
13	WW LAW	52 CYCLES		
14	TRAFFIC ENGINEERING SIGN SHOP	52 CYCLES		
15	SOUTHSIDE VEHICLE MAINTENANCE	52 CYCLES		
16	TRAVIS FIELD TRAINING SIT	52 CYCLES		
17	BROUGHTON STREET PARKING LOT	52 CYCLES		
18	LIBERTY STREET GARAGE	52 CYCLES		
19	STATE STREET GARAGE	52 CYCLES		
20	HARDWOOD MULCH – INSTALLED	CUBIC YARD		
21	Additional Site Added During Contract Year (per .50 acre site)	1 Cycle		

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 \$

=====

HAVE YOU INCLUDED ATTACHMENTS 1 & 2? \_\_\_\_\_

HAVE YOU INCLUDED COPIES OF APPLICABLE LICENSES PER SECTION 4.3? \_\_\_\_\_

DO YOU HAVE THE REQUIRED INSURANCE? \_\_\_\_\_

**PLEASE LIST THE NAME AND TITLE OF THE INDIVIDUAL RESPONSIBLE FOR REPRESENTING YOUR COMPANY ON CALL ONCE THE CONTRACT IS AWARDED:**

\_\_\_\_\_  
NAME TITLE PHONE NUMBER

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

**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  
\_\_\_\_ 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.

**COMMERCIAL AND/OR GOVERNMENT EXPERIENCE VERIFICATION**  
Attachment 1

In the space below, list references dating back preferably three (3) years of similar commercial and/or government experience per section, 4.2.1. Attachment 1 must be included in the bid response in order for a bid to be considered.

1. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_

2. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_

3. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_

4. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_

5. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Dates services provided: \_\_\_\_\_

## **EQUIPMENT REQUIREMENTS**

### **Attachment 2**

In the space below, list the equipment that will be used for this contract, per Section 4.7. Attachment 3 must be included in the bid response in order for a bid to be considered.