

Bidder’s Checklist – Envelope Requirements

This checklist shall be attached to the outside of Envelope of a bid. Failure to complete, sign, and attach this checklist may result in a bid being deemed nonresponsive. Nonresponsive bids will be returned to the vendor unopened.

Firm name: _____
 Contact person: _____
 Address: _____
 Phone number: _____
 Email address: _____

Envelope must contain the following documents:

Initials	Document
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Attachments
	Certifications/Licenses
	Insurance

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

Signature: _____ Date: _____

GROUNDS MAINTENANCE FOR VARIOUS LOCATIONS AND MULCHING SERVICES

EVENT NO. 6789

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for grounds maintenance services on various City owned properties and rights of way on Hutchinson Island in Savannah, Georgia. 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.

This event is only open to Savannah Business Enterprise (SBE) certified firms. Responses received from non-SBE certified firms will not be opened or read aloud. For more information about the Savannah Business Enterprise program, please visit the City's Office of Business Opportunity's webpage (<http://savannahga.gov/483/Office-of-Business-Opportunity>).

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 Savannah Civic Center, 301 West Oglethorpe Avenue, Savannah, Georgia 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 Project Location: Each project included in this contract must be itemized.
- a) Wayne Shackleford Boulevard, located between the Talmadge Bridge and Resort Drive on Hutchinson Island, right-of-way including all median shoulders, sidewalks, curb and gutter, catch basins, and landscaped areas, but not including the shoulders of the on-and-off ramps to the bridge or the right-of-way fronting the Savannah International Trade and Convention Center.
 - b) Bryan Square, located on Wayne Shackleford Boulevard between the Westin Savannah Harbor Resort (1 Resort Drive) and the Savannah International Trade and Convention Center (1 International Drive), including curb and gutter, walkways, ramps, turf, landscaped, and mulched areas.
 - c) Tomochichi Square, located on International Drive, west of the Savannah International Trade and Convention Center, including curb and gutter, turf, and mulched area.
 - d) Proposed Future Park Space, located in the Reserve Neighborhood bounded by Reserve Way, Delilah's Way, and Only Sarah's Way, including turf area and curb and gutter. (See Attachment A)
 - e) Mary Musgrove Park, located in the Reserve Neighborhood bounded by Reserve Way, Reserve Circle, and Legends Court, including parking areas, brick walkways, curb and gutter, turf, landscaped, and mulched areas.

Areas not included: These specifications do not include grounds maintenance of the Reserve Neighborhood Entrance, Hutchinson Island Road, International Drive, Resort Drive, Corps of Engineers Road, Grand Prize of America Avenue or that portion of Wayne Shackleford Boulevard right-of-way fronting the International Trade and Convention Center.

- 4.2 General Requirements: Maintenance shall be provided at a resort quality level; neat and well-groomed with no tolerance for litter, weeds, and/or wild growth in shrubbery, landscaped beds, or mulched areas. All edging shall be performed mechanically.
- 4.2.1 Qualifications: Bidders must submit proof of performance of professional grounds maintenance services as their primary livelihood for the past three years, and, unless otherwise specified, must have performed satisfactorily on at least three commercial or government projects of similar size and scope, and at least one project for more than 12 months. Bidders must provide three references indicating past performance on Attachment 1. Attachment 1 must be submitted with a bid to be further considered.
- The use of non-selective herbicide will be necessary to control weed growth within the large planting beds. 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 contractor's qualifications.
- 4.2.2 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.
- 4.2.3 Conflict of Interest: The contractor, contractor's employees, and/or contractor's representatives, must not do anything 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.
- 4.2.4 Reporting and Responding: The contractor shall provide reasonable protection of all surrounding structures, infrastructure, hardscape, and landscape features, and all other private and public property during grounds maintenance operations.
- a) The contractor or its designated agent must report any damage, complaints received, vandalism, or suspicious activities immediately to the authorizing department.
 - b) The contractor or its designated agent is expected to respond to all notices and complaints from the authorizing department.
 - c) The contractor 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.
 - d) 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 its own expense.

- e) The contractor or its designated agent must notify the authorizing department immediately if it experiences any difficulty in performing grounds maintenance as specified for any reason.

4.2.5 Grounds Maintenance Employees: The contractor shall employ a workforce adequate to provide all services to the project in accordance with these specifications. Any employee(s) of the contractor must be properly trained and qualified to perform any tasks assigned on the project(s) specified. The contractor 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 contractor must be able to meet payroll obligations of all employees. The authorizing department reserves the right of determining the adequacy of the contractor's employees.

4.2.6 Personnel, Operational, and Public Safety: The contractor 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 contractor 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. Any work performed on state or federal rights-of-way must comply with Georgia Department of Transportation regulations.

4.2.7 Service Vehicles: Any vehicles used on the project, or for transporting personnel, equipment, fuel, and/or supplies to and from the project, 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 contractor's vehicles.

4.2.8 Equipment: Unless otherwise specified, the contractor 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 contractor 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 onsite must be parked in designated areas and is left at the risk of the contractor.

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 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 contractor is responsible, at its 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.

4.2.9 Invoicing: The contractor, 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. Invoices should include the project name, services provided, date(s) of services and the signature of an authorized representative of the contractor. 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 project name, services provided, date(s) of services, purchase order number, and the total dollar amount of the invoice.

- 4.2.10 **Duration and Frequency of Services:** Unless otherwise specified, the duration of the service will be for 12 consecutive months. Some services may be required only during designated seasons, while many services will be required year-round. Specified work must be completed satisfactorily within the designated maintenance cycle at the designated frequency.
- 4.2.11 **Litter and Trash Removal:** All litter, trash, or material not naturally occurring in the environment, shall be removed from the rights-of-way prior to performing maintenance services. The contractor must ensure that its employees are collecting and legally disposing of all trash and debris from the project and be able to provide documentation of the legal disposal of debris upon request. Litter and trash must be removed from the median whether or not turf is present, from all mulched areas, from the curb and/or gutter around the median, and from any culverts, catch basins, or storm drainage systems. Litter and trash must be removed from any turf areas prior to mowing operations. Litter shredded and distributed by mowing operations shall be immediately removed by the contractor at no further cost to the City of Savannah.
- 4.2.12 **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 the project. 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. 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 project(s) overnight.
- 4.2.13 **Weed and Wild Growth Removal:** Unless otherwise specified, all shrub beds, flower beds, groundcover areas, mulched areas, curbs, paved areas (roadways and 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. 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. All chemicals must be approved by the authorizing department prior to its applications.
- 4.2.14 **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 contractor shall trim and/or edge around all structures or obstacles including trees, shrubs, structures, equipment, monuments, markers, coping, curbing, poles, signs, water spigots, sidewalks, etc. All grass cuttings, leaves, and debris must be swept or blown from structures and paved surfaces.
- 4.2.15 **Growth Regulator Applications:** Unless otherwise specified, the contractor, 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 from the obstacle or structure. All turf lines around mulched beds, curbs, and sidewalks must be edged mechanically. Chemical edging is not allowed. All chemicals must be approved by the authorizing department prior to its applications. The contractor must maintain accurate records of all chemical applications and submit to the authorizing department upon request.

- 4.2.16 **Shrubbery Maintenance:** Shrubbery shall be pruned, as required, to preserve the natural form and to control size if necessary. Shrubbery shall also be pruned to remove suckers, broken branches, dead wood, limbs interfering with pedestrian or vehicular traffic, and to prevent sight line restrictions. Pruning is to be performed with loppers and hand pruners. Hedging or shearing of shrubbery is unacceptable and not permitted unless specifically approved by the authorizing department. Plant material must be inspected to detect pests, disease, or cultural problems. Any such problems must be reported to the authorizing department.
- 4.2.17 **Mulching:** All mulched areas shall be refreshed twice per year with pine bark mini nuggets to maintain a minimum depth of two inches. Mulching material must be approved by the authorizing department prior to its installation and must not be in contact with the trunk of trees. Mulch must also be kept from washing into ditches, culverts, or storm drainage systems. Additional mulching may be necessary and shall be provided at the same rate at the discretion of the authorizing department.
- 4.2.18 **Irrigation Systems:** The contractor, or its designated agent, shall visually inspect the irrigation systems, where present, 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 employees, equipment, or operations of the contractor shall be repaired or replaced at its own expense.
- 4.2.19 **Paved Areas:** Unless otherwise specified, the contractor, 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 contractor must maintain accurate records of all chemical applications and submit to the authorizing department upon request. All paved surfaces within the specified project(s), including any curbs and/or gutters surrounding the project, shall be cleaned off by sweeping or blowing.
- 4.2.20 **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.
- 4.2.21 **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.
- 4.2.22 **Maintenance of Landscaped Areas:** All landscaped areas shall be maintained in a neat and well-groomed manner, free of trash, weeds, and debris. Any wood chips or bark nuggets which have washed out of mulched areas must be raked back into mulched areas. All paved surfaces shall be cleaned by sweeping or blowing. Open ground between plants in mulched areas shall be kept free of weeds at all times, by mechanical (hand weeding) and/or chemical control. Weeds and vines growing in shrubbery shall be removed manually. Any plant material damaged by the use of herbicides shall be replaced by the contractor at its own cost.
- 4.2.23 **Maintenance Schedules:** Unless otherwise specified, or upon prior approval of the authorizing department as may be necessary at times, work should be completed between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, excluding City Holidays. No work may be performed which will impede or restrict traffic flow during the hours of 7:00 and 9:00 a.m. or 4:00 and 6:00 p.m.,

Monday through Friday. The contractor must furnish a written maintenance schedule to the authorizing department one week prior to performing any mowing work.

4.2.24 Mowing Service Requests: Citizens will, from time to time, call the City with mowing service requests. These additional calls for service may be forwarded to the contractor for action at the City's discretion. This additional mowing work, if assigned, will be paid for outside of the per cycle rate. Therefore, it is required that an additional per mile mowing rate be quoted to cover the cost of this additional work, if assigned.

4.3 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three additional 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 shall include all documents required in the bidder's checklist.

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

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, 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 #6789

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
2nd floor
Savannah, Georgia 31405
ATTN: Purchasing Director

EVENT NUMBER: 6789

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: _____)**

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	ESTIMATE D QUANTITY	UNIT PRICE	TOTAL
Grounds Maintenance Services				
1	Wayne Shackleford Boulevard	52 Cycles		
2	Bryan Square	52 Cycles		
3	Tomochichi Square	52 Cycles		
4	Proposed Future Park Space	52 Cycles		
5	Mary Musgrove Park	52 Cycles		
Mulching Services				
6	Wayne Shackleford Boulevard	1		
7	Bryan & Tomochichi Squares	1		
8	Mary Musgrove Park	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 \$ _____

=====

DO YOU HAVE THE REQUIRED INSURANCE? _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

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.

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.