



## LIBERTY CITY COMMUNITY CENTER FLOORING

EVENT NO. 5090

### SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for maple select flooring for the Liberty City Community Center.

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, City Hall, third floor, 2 East Bay Street, 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 Description

A. Scope

The complete installation of 3,400 square feet of modular sports surfacing system including the interlocking suspended high-impact polypropylene copolymer tile of proprietary formulation, supportive acoustical underlayment and striping.

B. Related work specified under other sections.

Concrete Subfloors

- a. The general contractor shall furnish and install the concrete subfloors.
- b. The slab shall be steel troweled to a medium-dense finish to a tolerance of  $\pm 1/8$  inch (3.2mm) in any ten foot (10') (3m) radius. Floor flatness and floor levelness (FF and FL) numbers are not recognized. High spots shall be ground level and low spots filled with approved leveling compound.

- 4.2 References

- A. ASTM (American Society for Testing and Materials) ASTM G-21
- B. DIN (Deutsches Institut für Normung) DIN 18032-2

- 4.3 Submittals

- A. Specifications for Sport Court® Response HG™, or an approved equal
- B. One (1) sample of specified system, if requested by the architect
- C. Sport Court, or approved equal, modular sports flooring installation guide
- D. Sport Court, or approved equal, modular sports flooring care and maintenance guide
- E. Sport Court, or approved equal, response HG warranty

#### 4.4 Quality Assurance

##### A. Material Supplier

1. Shall be Sport Court International, Inc. (manufacturer), or an approved equal.
2. Manufacturer must be ISO 9001:2008 & ISO 14001:2004 certified to assure proper quality and environmental control.
3. Manufacturer shall be a zero waste company.
4. Manufacturer shall have produced sports surfaces for a longer period of time than their stated warranty.
5. Surfaces must be certified for competition by the international federations for basketball (FIBA), volleyball (FIVB), handball (IHF) and badminton (BWF).
6. Product must have factory applied urethane coating.

##### B. Installer

1. The complete installation of the flooring system, as described in these specifications, shall be carried out by an experienced installer (flooring contractor), and the work shall be performed in accordance with current manufacturer installation instructions.
2. Installer (flooring contractor) shall be liable for all matters related to installation for a period of one (1) year after the floor has been substantially installed and completed.
3. Successful bidder must submit a minimum of five (5) completed modular projects of similar magnitude and complexity within the last two (2) years.
4. Bidder must provide all sample tile, accessory products, and documentation.

#### 4.5 Delivery, Storage, and Handling

- A. Materials must be delivered in manufacturer's original, unopened, and undamaged packaging with identification labels intact.
- B. Store material on a clean, dry, and flat surface protected from exposure to harmful weather conditions or possible damage.
- C. Storage conditions shall be 55°F to 80°F (13°C to 27°C).

#### 4.6 Site Conditions

- A. In order to prevent damage and not void the warranty, installation of modular materials shall not commence until all other finishes and overhead mechanical trades have completed their work in the modular floor areas.
- B. Permanent heat, light, and ventilation shall be installed and operating during and after installation.
- C. Subfloors shall be clean, dry, and free from dirt, dust, oil, grease, paint, old adhesive residue, or other foreign materials.
- D. Flooring installation shall not begin until the required levelness of concrete subfloors has been met.
- E. The installation area shall be closed to all traffic and activity for a period to be set by the flooring contractor.
- F. Product shall be conditioned at temperatures between 55°F to 80°F (13°C to 27°C) and shall be maintained for 72 hours prior to, during, and 72 hours after installation.
- G. Environmental Limitations
  1. Comply with the manufacturer requirements.
  2. Adhere to all MSDS requirements for materials employed in the work.
  3. Protect all persons from exposure to hazardous materials at all times.
- H. After modular floors are installed and the game lines painted, the area is to be closed to allow curing time for the system, typically three (3) to five (5) days. No other trades or personnel are allowed on the floor until it has been accepted by the City.

#### 4.7 Warranty

- A. Manufacturer shall provide a limited warranty of a minimum of fifteen (15) years on the materials it has supplied. This warranty shall be expressly limited to the flooring materials (goods) supplied by the manufacturer. During the period covered under this warranty, the manufacturer shall repair/replace any tile(s) with a defective Response HG Flooring with the same or substantially similar product according to the schedule in the Response HG Flooring warranty. This warranty shall not cover floor damage caused (wholly or in part) by fire, winds, floods, moisture, other unfavorable atmospheric conditions or chemical action, nor does it apply to damage caused by ordinary wear, misuse, abuse, negligent, or intentional misconduct, aging, faulty building construction, concrete slab separation, faulty, or unsuitable subsurface or site preparation, settlement of the building walls, or faulty or unprofessional installation of the flooring systems.
- B. The manufacturer shall not be liable for incidental or consequential losses, damages, or expenses directly or indirectly arising from the sale, handling, or use of the materials (goods), or from any other cause relating thereto, and their liability hereunder in any case is expressly limited to the replacement of materials (goods) not complying with this agreement or, at their election, to the repayment of, or crediting buyer with, an amount equal to the purchase price of such materials (goods), whether such claims are for breach of warranty or negligence.

#### 4.8 Products

##### 4.8.1 Materials

- A. Sport Court Response HG Patented Suspended Flooring, or approved equal, shall be:
  - 1. Solid-top design
  - 2. Metric-sized: 25cm by 25cm by 12.7mm
  - 3. High-impact polypropylene copolymer suspended modules
  - 4. 281 individual hexagonal cell support structure
  - 5. Proprietary Maple or solid color in-mold foil transfer with a four (4) layer factory applied, wear resistant polyurethane clear coat
  - 6. The tile shall have a patented positive locking system
- B. Standard Colors: Maple select, dark maple select, pearl gold, pearl burgundy, pearl royal blue, silver, ultra red, black, pearl graphite, pearl beige, pearl evergreen, pearl navy blue, pearl orange, pearl shamrock green, pearl purple, ice blue, pearl silver blue, yellow
- C. Color Consistency: ECMC < 1.0
- D. Weight:  $0.61 \pm 0.01$  pounds ( $278 \pm 5$  grams)
- E. Packaging: Product shall be shipped in pre-assembled sheets; 2x4 tiles per sheet, six (6) sheets per box.
- F. Product Test Results
  - 1. Force Reduction (DIN 18032-2): 0.06" (1.5mm) – 10% - 15%  
 0.12" (3mm) – 20% - 25%  
 0.20" (5mm) – 25% - 30%  
 0.35" (7mm) – 30% - 35%

2. Ball Rebound (DIN 18032-2): 0.06" (1.5mm) – >95%  
0.12" (3mm) – >95%  
0.20" (5mm) – >95%  
0.35" (7mm) – >95%
3. Flatness: 0.0" +0.029" /-0.0" (0.0mm +0.74mm /-0.0mm)
4. Lateral Forgiveness™: +0.045" / -0.0" (+1.14mm / -0.0mm)

G. Load Bearing Capacity: 220 PSI (1.52 MPa)

H. Dynamic Load

1. All systems must be able to show verification of passing a minimum 1,000,000 cycles in dynamic load testing with minimum 200 pounds (91 kg) loading without deviation from flatness specification.

I. Underlayment – Multi-purpose recycled rubber underlayment having a thickness of 0.06 inch (1.5mm), 0.12 inch (3mm), 0.2 inch (5mm), or 0.28 inch (7mm), and a Durometer of  $60 \pm 5$  on the Shore A scale.

J. Retrofit – existing floor systems, synthetic floors must not exceed a maximum thickness of 9mm. Product must have a minimum durometer of  $60 \pm 5$  on the Shore A scale. Flooring representative shall verify that the existing floor system meets these requirements by submitting core samples to the respective manufacturer for analysis and approval.

K. Sanitary Information

1. Resistance to fungi (when tested in compliance with ASTM G-21 and MIL standard 810-D procedure 508.3). All basic organisms tested (ATCC #6205-11797) and were found to have zero growth.
2. Resistance to the following:
  - a. Bacteria and mildew resistance
  - b. Gram-positive bacterial Staphylococcus Aureus
  - c. Gram-negative Klebsiella Pneumoniae
  - d. Pink-staining organism
  - e. STV Reticulum
  - f. Surface fungi growth prior to and following leaching

L. Game Line Paint

1. Paint - aliphatic polyurethane as supplied by Sport Court. Select from standard colors.

## 4.9 Execution

### 4.9.1 Inspection

- A. Inspect concrete slab for contamination, dryness, and levelness. Report any discrepancies to the general contractor.
- B. Concrete slab shall be broom cleaned, mopped, and dust free by the general contractor.

- C. Installer (Flooring Contractor) shall document all working conditions as specified. Report any discrepancies to general contractor.

#### 4.9.2 Installation

- A. Underlayment – Rubber underlayment shall be unrolled and allowed to relax. All butt joints shall be properly trimmed, fitted, and seamed together with an approved all-purpose tape.
- B. Floor shall be installed to pre-approved layout.
- C. Minimum clearance at all vertical obstructions of 3/4 inch (19mm) is required
- D. Floor surface shall be clean and dust free.
- E. Game Lines
1. Use only high quality masking tape approved by the manufacturer.
  2. Lines shall be painted using manufacturer recommended aliphatic polyurethane paint.
  3. Provide game lines as indicated on drawings.
  4. Room temperature shall be >55°F (13°C) and rising during paint installation.
- F. Wall Base (optional) - Install cove base anchored to walls with base cement.
- G. Remove all excess and waste materials from the area of work. Dispose of empty containers in accordance with federal and local statutes.

#### 4.10 Insurance Requirements

##### 4.10.1 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

#### 4.10.2 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

#### 4.10.3 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

#### 4.10.4 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

#### 4.10.5 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

#### 5.0 General Conditions

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

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

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

5.2 Original invoices should be sent to:

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

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

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](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 #5090

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title



**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

City of Savannah Purchasing Department  
3rd Floor, City Hall  
P. O. Box 1027  
Savannah, Georgia 31402  
ATTN: Purchasing Director

EVENT NUMBER: 5090

Business Location: (Check One)

Chatham County  
 City of Savannah  
 Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.**

**MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.**

Name of Bidder: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA?  
(CHECK ONE) YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**FROM WHAT CITY/COUNTY \_\_\_\_\_  
TAX CERTIFICATE #: \_\_\_\_\_ FED TAX ID #: \_\_\_\_\_**

**INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):  
CHECK ONE: \_\_\_\_\_ CORPORATION \_\_\_\_\_ PARTNERSHIP  
\_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ OTHER (SPECIFY: \_\_\_\_\_)**

**INDICATE OWNERSHIP STATUS OF BIDDER  
(CHECK ONE):**  
\_\_\_\_\_ NON-MINORITY OWNED \_\_\_\_\_ ASIAN AMERICAN  
\_\_\_\_\_ AFRICAN AMERICAN \_\_\_\_\_ AMERICAN INDIAN  
\_\_\_\_\_ HISPANIC \_\_\_\_\_ OTHER MINORITY (describe) \_\_\_\_\_  
\_\_\_\_\_ WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

**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	Liberty City Flooring, Sport Court or approved equal, and all materials and labor associated with installation	1 Lot		

TOTAL BID \$ \_\_\_\_\_

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

\_\_\_ Less \_\_\_ % \_\_\_ Days Prompt Payment Discount (if offered) (\_\_\_\_\_)

\_\_\_ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$

=====

TIME REQUIRED INSTALLATION AFTER RECEIPT OF ORDER: \_\_\_\_\_ DAYS

HAVE YOU INCLUDED YOUR E-VERIFY AFFIDAVIT? \_\_\_\_\_

HAVE YOU INCLUDED YOUR SAVE AFFIDAVIT? \_\_\_\_\_

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

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM \_\_\_\_\_ #

DATE \_\_\_\_\_

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

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**NON-DISCRIMINATION STATEMENT**

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: \_\_\_\_\_ Event No. 5090

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

**NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.**

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: \_\_\_\_\_ % WBE Participation Value: \_\_\_\_\_ % M/WBE Participation Value: \_\_\_\_\_ %

**The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.** The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

**Joint Venture Disclosure**

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

Joint Venture Firms	Level of Work	Financial Participation

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

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

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

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

*The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ [www.savannahga.gov](http://www.savannahga.gov).*

## Developing a Strong M/WBE Participation Plan

### *Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:*

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of real and actual work or products, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but ~~encouraged~~ do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

\* \* \* \* \*

## **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](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.