

**TRICENTENNIAL PARK OPERATING AGREEMENT
EVENT NO. 6851**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The Mayor and Aldermen of the City of Savannah (City) are seeking a well-qualified and experienced non-profit corporation with IRS designation as a 501(c)(3) to operate and maintain the Tricentennial Park Property, which comprises the Visitors Center located at 301 – 303 Martin Luther King Boulevard (PIN 2-0031-47-001) as well as the Georgia State Railroad Museum, Children’s Museum, gift shops, restroom buildings, and other facilities located at 655 Louisville Road and 604 and 650 Jones Road (PIN 2-0031-46-002, 2-0031-46-002B, 2-0031-46-02A and 2-0031-46-001A), Savannah, GA 31401 (collectively the “Premises”). The City desires a high-quality educational and recreational facility with associated programming at the premises to produce a premier visitor destination with a growing audience. The premises has about 726,530 square feet of indoor and outdoor building space situated on approximately 18 acres.
- 2.1 Owner Objective:** In issuing this RFP, the City desires to enter into arrangements with a non-profit corporation with IRS designation as a 501(c)(3) entity for facility operations and management services of the premises. The City is soliciting complete, detailed, and definitive proposals for such operational and management services.
- 2.2 Scope of Services:** The successful proposer shall operate and maintain the premises in a manner that is compliant with all applicable codes, permitting, zoning, and licensing requirements for which the proposer is proposing; while also generating excellent customer satisfaction ratings from customers and growing attendance levels each year during the agreement.
- 2.3 General Terms and Conditions**
- 2.3.1 Agreement. The City plans to grant to the successful proposer a lease and operating agreement (the “Agreement”) to enter, use, occupy, and manage the premises for the intended use as herein described.
- 2.3.2 Intended Use. The successful proposer shall use the premises for the sole purpose of operating the Savannah Visitor Information Center, the Georgia State Railroad Museum, Savannah History Museum, Savannah Children’s Museum, snack bars, restaurants, gift shops, and associated uses to create a high-quality recreational and educational facility to serve as a premier visitor destination with a demonstrable growing annual audience/attendance.
- 2.3.3 Condition of Premises. The successful proposer will accept the premises as-is.
- 2.3.4 Assignment and Sublicensing. The agreement may not be assigned nor shall the premises be sub-leased by the successful proposer to other occupants/users without the prior written consent of the City; whose consent can be withheld at the City’s sole discretion.

- 2.3.5 Return of Premises. The successful proposer shall operate and maintain the premises in a clean, safe, and sanitary condition and return the premises in the condition in which it was received, and shall be responsible for all damage to and necessary clean-up of the premises following the Intended Use at the expiration or termination of this License; normal wear and tear excepted.
- 2.3.6 Additional Licensing by City. The City reserves the right to lease or license portions of the premises to other occupants/users subject to the prior written consent of the successful proposer.
- 2.3.7 Initial Period. The initial term of this agreement shall be for a period of five years (“Term” or “License Period”), unless otherwise terminated by the City and the successful proposer.
- 2.3.8 Renewal/Termination. The successful proposer shall have the option to renew for an additional three five year periods by providing City with notice of intended renewal at least 120 days prior to the expiration of the initial period. Either party may terminate this agreement at any time by providing notice to the other party at least 90 days prior to the intended termination date.
- 2.3.9 Management and Maintenance. The successful proposer shall solely be responsible for securing, managing, and maintaining the operations and conditions of all aspects of the premises in a safe, clean, and professionally appealing condition during the terms of use.
- The City will be solely responsible for capital repairs over \$5,000 and/or replacements if repairs are not feasible; said capital items limited to the roof, air conditioning system, and structural components (foundation and support walls) of the facility. In the event City has insufficient funds available/appropriated for requisite capital repairs/replacements at the premises, then City reserves the right to not perform the capital improvements.
 - In managing the premises, the successful proposer will meet the ethics standards of the American Alliance of Museums and adhere to the Secretary of Interior's Standards for Historic Preservation.
- 2.3.10 Renovations and New Construction. Any renovations or new construction proposed by the successful proposer at the premises will be subject to the review and approval of the City at the City’s sole discretion.
- 2.3.11 Accounting. The successful proposer shall maintain financial records according to standard accounting principles, and said financial records shall be audited annually by an independent auditor at the successful proposer’s expense.
- 2.3.12 Record Keeping. The successful proposer shall maintain sufficient records and documentation to substantiate satisfactory completion of their occupancy, use, and management duties as described herein. Notwithstanding the above, all records pertaining to this agreement shall be made available for inspection by the City at any time, upon reasonable notice.

2.3.13 Standard Operating Procedures and Policies. The successful proposer will maintain a standard policy and procedures manual to guide operations. The manual shall be made available to the City's representative upon request.

2.3.14 Reports. The successful proposer is required to furnish current versions of certain statements, records, reports, and information to the City including, but not limited to the following:

- i. Quarterly reports, approved by the successful proposer Board of Directors, on financial performance and progress made toward achieving the growing attendance and customer satisfaction;
- ii. An annual report, approved by the successful proposer Board of Directors, describing the major accomplishments and the achievement of the performance objectives;
- iii. Annual audited financial statements by a third-party qualified certified public accountant. The audit shall include a profit/loss statement for operations at the premises);
- iv. Minutes for all Board of Directors meetings; and
- v. Copies of all reports, brochures, advertisements, newsletters and other material published by the successful proposer and pertaining to services provided under this agreement upon request.

2.3.15 Insurance. The successful proposer shall provide and maintain in force in effect throughout the initial term and renewal term, if so exercised, sufficient liability insurance in an amount not less than \$1 million per claim, no aggregate, naming the Mayor and Alderman of the City of Savannah as a named insured.

2.3.16. Indemnification. The successful proposer shall indemnify City and hold it harmless from any claim, suit, or demand and shall assume full responsibility for any injury to person or property caused by any act or omission of any person while on the property.

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

- a) Cover letter stating the intent of the proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Details regarding proposers qualifications, experience, and capabilities to perform the scope of services, as well as evidence of non-profit corporate standing and designation by IRS as a 501 (c)(3) entity.
- c) Fee Proposals per instructions in Section III signed by responsible party.
 - i. Fee Proposer will pay to the City or the amount of funding sought from the City to operate and maintain the premises.
 - ii. Fees Proposer will charge the public for admissions to the premises.
- d) Proposed Schedule of DBE Participation and Non-Discrimination Statement.

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

- a) Proposer's qualifications and experience (50 points)
- b) Proposed Fees (35 points)
- c) LDBE participation goal (10 points)
- c) Local vendor (Within the City limits of Savannah and has a City of Savannah Business Tax Certificate) participation (5 points)

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

2.4 Copies: One unbound, printed, and signed original and six identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. One copy on a flash drive must be submitted as well. All responses must relate to the specifications as outlined. Only one copy of the fee proposal, in a separate, sealed envelope, shall be submitted. The fee proposal shall not be included in the electronic copy submitted on the flash drive.

2.5 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

Inspections: Any proposer interested in inspecting the premises may contact the City of Savannah Real Estate Services Department at 912-651-6524 to schedule a time for the inspection.

2.6 Local Vendor Definition

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

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City for at least one year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business), and
- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

2.7 Local Disadvantaged Business Enterprise Goals

The City of Savannah desires that this project have the strongest possible participation of Local Disadvantaged Business Enterprises (LDBEs). LDBE firms must have a current certification with the Georgia Department of Transportation (GDOT) or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful LDBE participation in the project as follows:

- A. Prime Contractor Level LDBE Participation – Meaningful LDBE participation may take the form of a teaming agreement, partnership, mentor-protégé relationship, joint venture, or similar relationship wherein the LDBE partner shares in a significant portion of management

responsibility and profit-making potential. The proposer shall:

- a. Provide names of LDBE firms that are part of prime contractor bid team.
 - b. Provide a copy of teaming, joint venture or other equivalent agreement(s) between parties on prime contractor bid team setting forth roles and responsibilities and profit-sharing arrangements.
 - c. Describe roles and responsibilities of each company and its employees.
 - d. Provide anticipated percentage of LDBE participation for each participant on the team.
 - e. Provide letter of commitment from lead firm, addressed to the City of Savannah, regarding association with each participant on the prime contractor level team.
 - f. Provide letters of commitment from each LDBE firm, addressed to the City of Savannah regarding association with lead firm.
- B. Sub-Contractor Level LDBE Participation – The proposer shall provide a written plan for how it will ensure that LDBE firms have the maximum possible opportunity to participate in prime and second tier sub-contracts that will be available in the completion of this project.
- a. The plan should include the proposer’s best estimate of the percentage of LDBE participation (based on subcontract values) it expects to be able to achieve in this project from subcontractors.
 - b. The plan shall include estimated dollar amounts of subcontract values that are used to estimate an overall proposal from the proposer.

Points will be allocated based on each respondent’s proposed LDBE goal, with the maximum points of ten (10) being awarded to the respondent who submits the highest proposed LDBE goal. Points will be allocated to each respondent by using the following mathematical calculation:

$$\frac{\text{Respondent's Proposed LDBE Goal}}{\text{Highest Proposed LDBE Goal}} \times 10 = \text{Weighted Score}$$

No proposals will be deemed non-responsive due to this factor.

- C. Determination of Good Faith Effort.
- i. A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder’s good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.
 - ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of DBEs.

2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
 3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
 4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.
- iii. In determining whether a bidder has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.

2.8 Hire Savannah Program Participation

- 2.8.1 The City of Savannah seeks to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this priority, the City of Savannah Mayor and Aldermen endorse efforts to establish hiring agreements with businesses benefitting from municipal contracts with the City to hire local workers residing in the city of Savannah, Georgia.
- 2.8.2 To the extent otherwise permitted by law, the requirements of the Hire Savannah Program shall be included in all bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.
- 2.8.3 To assist contractors in maximizing local labor use, the City of Savannah has partnered with WorkSource Coastal (WSC). WSC assists employers and job seekers in meeting job training and employment needs throughout the ten county coastal region including Savannah and Chatham County. WSC will post contractor job openings, coordinate recruitment among partner agencies, and refer qualified candidates to contractors for hiring consideration. Additional employer services are also available through WSC, including federally-subsidized training and/or wages for eligible activities.
- 2.8.4 The Contractor is fully responsible for the work performed under the contract, and this responsibility is not in any way diminished by the use of labor supplied by WSC, nor is the City of Savannah or WSC accepting any responsibility for non-compliance with the contract due to the performance, or lack thereof, on part of labor supplied by WSC.

2.8.5 The Contractor is responsible for the compliance of all contractors providing services under the Covered Contract, including subcontractors and lower-tier subcontractors but excluding material manufacturers and suppliers, with the requirements of the Hire Savannah Policy.

2.8.6 In responding to this solicitation, the bidder/proposer shall complete a Hire Savannah Agreement, indicating that it agrees to be bound to contractual obligations to use good faith efforts to meet Hire Savannah Program requirements and hire Qualifying Workers residing in Savannah, Georgia.

2.8.7 If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.

2.9 Qualifications: Each proposer shall submit a summary of their qualifications and experience (or provide detailed description of required qualifications). Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

2.10 Fees: Proposer shall submit proposed rates based on the detailed listing in Section 3 of the RFP.

2.11 Acknowledgement of Addenda: Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Tricentennial Park Operating Agreement RFP Event No. 6851 and include the name of the proposer. Fee proposals will only be opened if, after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications. If a proposer fails to submit fees separately from the proposal, or submits pricing anywhere else in the proposal, that proposal may be deemed non-responsive.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.2 of this RFP.

ANNUAL RENT PAID TO CITY, IF APPLICABLE: _____

ANNUAL FEE SOUGHT FROM CITY, IF APPLICABLE: _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

EMAIL: _____

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

Please Print Name

Authorization Signature

Date

SECTION 01310
DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS

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

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

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

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

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

Suggestions to help meet the goal:

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

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

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

any substitution.

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

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

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

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

The State of Georgia Department of Transportation maintains a website listing of Disadvantaged Business Enterprises located at www.dot.ga.gov/PS/Business/DBE

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

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

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

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

NON-DISCRIMINATION STATEMENT

The prime contractor / bidder certifies that:

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

Signature

Title

PROPOSED SCHEDULE OF DBE PARTICIPATION

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

Name of Bidder/Proposer: _____ Bid No. _____

Project Title: _____.

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

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

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

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

Disadvantaged Business Enterprise

GOOD FAITH EFFORT

Prime Company Name

Bid Date

Project Name

Event Number

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

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

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

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

(Use additional sheets, if necessary)

List of:

Subcontracting Opportunities

List of:

Supplier Opportunities

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

_____ Yes

Date of Listing ____/____/

_____ No

Source _____

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

_____	_____
_____	_____
_____	_____

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

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

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

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

HIRE SAVANNAH AGREEMENT

Event #:		Event Name:	
Bidder/Proposer Name:			

The City of Savannah Mayor and Aldermen have established a priority to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this goal, the City has established the Hire Savannah Policy and Program which shall be included in all eligible bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.

Contractors responding to this solicitation are required, as an issue of responsibility, to indicate that it agrees, if awarded a Covered Contract, to be bound to contractual obligations requiring it to use good faith efforts to meet the Hire Savannah Program requirements. If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.

A "Covered Contract" is a City-awarded contract that: (a) is not subject to state or federal requirements that prohibit or pre-empt the application of this Program to the contract; and (b) pays the Contractor \$100,000 or more for covered services or \$250,000 or more for construction-related services. "Construction-related Services" means services purchased by the City that involve construction, demolition, alteration and/or repair of city buildings, city public works or other city facilities.

Covered Services include the following services purchased by the City: food preparation or distribution; security services; routine maintenance services, such as janitorial, cleaning, refuse removal, recycling collections, and other similar services for normal upkeep of facilities; repair or refinishing services for furniture, fixtures, vehicles, machinery, or equipment, including preventative maintenance replacement of parts, and other activities needed to preserve the asset; clerical or other nonsupervisory office work, whether by temporary or permanent personnel; printing and reproduction services; and landscaping, lawn, or agricultural services. Covered Services does not include professional services, which are those technical services provided by an individual licensed Georgia professional or a registered professional consultant, including but not limited to lawyers, architects, engineers, and other design consultants.

The City of Savannah Hire Savannah Policy is posted on the City of Savannah website. By signing below, the Bidder/Proposer affirms that it has read, understands and agrees to be bound by the terms and conditions of the Hire Savannah Policy.

The undersigned hereby agrees to the terms and conditions set forth in this agreement.

Company Name: _____

Company Address: _____

Company Official/Representative: _____

Position Title: _____

Authorizing 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).

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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://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.