

## **MERCER THEATRE RIGGING**

### **EVENT NO. 6606 SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe requirements for the rigging system upgrade in the Mercer Theatre within the Savannah Civic 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.
- 4.1 General specifications: Bidder shall provide a fully functional rigging system for the Mercer Theatre through equipment refurbishment, supplement, and replacement as specified herein. The current system is of standard T-track design with 50 existing linesets over 72 rail slots spaced six inches (6") on center. The proposed renovation specifies a new total of 64 linesets. 50 of these linesets will have bidder-refurbished arbors and fourteen (14) will have new bidder-provided arbors. Additionally, the renovation specifies the addition of three (3) new electric hoists. Two (2) of these hoists shall replace existing equipment carrying the FOH orchestra shell and the FOH electrics utility truss located approximately two feet (2') and four feet (4') downstage of the proscenium respectively. These shall be of standard utility grade capable of moving a total weight (truss plus equipment) of 2000 pound from the deck to an approximate 40 foot trim height in under one (1) minute. The third hoist shall be a new installation and shall control operation of the main curtain. This hoist shall be variable speed with a top speed capable of moving the main curtain from low to high trim in six (6) seconds or less. This hoist shall also feature a clutch-release or similar system which will allow for complete and rapid transfer of operation to a manual lineset in the event of hoist or electrical failure. All hoists shall be controlled from a centralized panel to be located DSL. General specifications are summarized as follows:
- 4.2 Refurbishment: Bidder to refurbish existing T-track system, locking rail and 50 arbors as specified herein.
- 4.3 New equipment: Bidder to furnish and install fourteen (14) new arbors and three (3) hoists as specified herein. On all 64 manual linesets, bidder shall supply and install all-new path of travel equipment and hardware to include all sheaves, blocks (floor, head, loft, mule), pipe battens, rope locks, hand control lines, lift lines, and associated hardware. Bidder shall furnish and install new LED-based index rail lighting as specified herein.
- 4.4 General conditions: Bidder to complete demolition and disposal as specified herein. Bidder shall supply all personnel lifts and safety equipment as needed with the exception of the City-owned JLG 40 foot single-man lift which will be made available for bidder's use. Bidder shall be responsible for all code, design, insurance and other general requirements as set forth herein. It is generally expected that the bidder complete installation within 30 days of material manufacture and delivery. The City and bidder shall cooperate in good faith to complete the project as expeditiously and efficiently as possible.
- 4.5 Codes and design standards: All work shall comply with ANSI E1.4-2014 and all applicable national, state, and local codes. A qualified person shall determine or approve design factors for all equipment not included in the tension load path. Unless modified by other sections of this document, other codes listed, or governing bodies with jurisdiction, the factors below shall be used as a minimum performance guideline for tension load path equipment, unless a professional engineer determines that lower values are permitted. An engineering report shall be provided to the City.
- 4.5.1 Wire rope: 8:1, versus minimum breaking strength as reported by the manufacturer.

- 4.5.2 Sheave diameter: As recommended by rope or wire rope manufacturer.
  - 4.5.3 Maximum fleet angle: 1.5 degrees (maximum), or per manufacturer's specific recommendation(s).<sup>10</sup>
  - 4.5.4 Terminating hardware: 5:1, or not exceeding published WLL, whichever is more restrictive.
  - 4.5.5 Purchase lines: Minimum tensile strength of 21,600N (4,860 pounds), when new.
  - 4.5.6 Trim chain assembly and turnbuckles: 5:1, or not exceeding published WLL, whichever is more restrictive.
  - 4.5.7 Batten clamps: 5:1, or not exceeding published WLL, whichever is more restrictive.
  - 4.5.8 Fiber Rope lifting lines: 10:1, 3/4 inch minimum diameter.
- 4.6 Manuals and documentation: Bidder shall prepare two (2) copies of an operations and maintenance manual for the system. All unique elements shall be clearly detailed. The systems manual shall include final print drawings, all engineering reports, manufacturer's cut sheets and/or design specifications, applicable maintenance requirements, lubrication requirements, servicing guidelines, and a listing of component working load limits.
- 4.7 Permits, taxes, and licenses: All applicable permit, taxes, and licensing fees shall be included in bid price. Any fees associated with the City's process will be waived.
- 4.8 Maintenance service: One (1) year after the completion of installation the rigging contractor shall return to the site and provide the following services:
- 4.8.1 Perform a complete inspection of the rigging system in accordance with OSHA 29 CFR 1926.550 Cranes and Derricks, 1926.550(a) (6).
  - 4.8.2 Make all required adjustments.
  - 4.8.3 Correct all warranty items and provide a written report to the owner and manufacturer.
  - 4.8.4 Provide written recommendations to the owner for necessary repairs or changes not included in the warranty. Provide a copy to the rigging equipment manufacturer.
  - 4.8.5 Conduct a two (2) hour rigging operation and safety class.
  - 4.8.6 Provide a written proposal for the next year's maintenance visit.
- 4.9 Installer qualifications: Installer shall have been installing stage rigging systems preferably for a period of five (5) years or more, and shall have completed at least ten (10) installations of this type and scope. The City shall be the final judge of the suitability of experience. Installer shall employ an Entertainment Technician Certification Program (ETCP) Certified Theatre Rigger. A certified rigger shall be either the project manager or site foreman, and be responsible for the overall project including the layout, inspection, and onsite user training. Bidders must provide required references indicating past performance on Attachment A.
- 4.10 Labeling and marking: All labeling and signage shall comply with ANSI Z535-2006 standards, where such requirements can be implemented with rigging components, assemblies, and systems:
- 4.10.1 Language: All signs or labels shall be in English. If the personnel operating the Theatre Rigger are not familiar with English, additional signs or labels in the appropriate language shall be permitted to ensure proper operation.

4.10.2 Capacities and sizes: The working load limit, manufacturer's name, or grade reference mark shall be permanently displayed on each piece of equipment and hardware. Chain, rope, and wire rope shall be exempt from this requirement. If the hardware or equipment is size-specific (e.g. wire rope clips), then the size shall be displayed on the product. Where permanent labeling or marking of individual components is impractical, then the load, manufacturer, or grade reference information shall be indicated in the system reference documents.

#### 4.10.3 Locking rails

- A. All locking rails shall have an individual, permanent number or name displayed at each rope lock. Provisions shall be made for the temporary display of secondary descriptions.
- B. A sign shall be displayed at each locking rail stating the capacity of the line sets, electrics, bridges, or other equipment controlled from that position.
- C. Operating/loading bridges: Operating and loading bridges shall have a sign stating permissible counterweight storage parameters and limits in pounds per square foot. A professional engineer shall approve the stated parameters, or the sign shall clearly state CAPACITY UNKNOWN. A warning not to stack counterweight above the toe board shall also be included. The mass of each counterweight type and size provided in the system shall also be included.
- D. Battens: Each batten shall be marked and labeled with its set number, stage center line, and lift line locations.
- E. Counterweight arbors: Each T-bar arbor shall have a sign affixed to the back plate at two foot (2') intervals stating CAUTION: Locate spreader plate here.

### 4.11 Equipment Specification

#### 4.11.1 Head blocks

- A. Type: single purchase twelve inch (12") head block.
- B. The sheave shall be filled nylon, with a twelve (12") inch outer diameter. The sheave shall be equipped with a one inch (1") diameter shaft and two (2) tapered roller bearings.
- C. Base angles shall be a minimum two inch (2") by one and a half inch (1.5") by one-quarter inch (1/4") angle with the short leg turned in and notched to allow clear passage of all cables.
- D. Side plates shall be a minimum of ten-gauge steel, and shall fully enclose the sheave. Side plates shall be bolted and welded to the base angles for extra strength.
- E. Mounting clips shall be steel, three eighths inch (3/8") thick minimum with a welded toe at least as thick as the mounting steel and punched with two oval holes for one half inch (1/2") bolts, flat washers, and lock nuts.
- F. The block and associated mounting hardware shall have a recommended working load of at least 3,000 pounds.
- G. Head blocks shall be grooved for six (6) or eight (8) quarter inch (1/4") lift lines and one (1) three-fourths inch (3/4") hand line.

#### 4.11.2 Loft blocks

- A. The sheave shall have an eight and one-half inch (8.5") outside diameter, and shall be filled nylon. The sheave shall be equipped with a 17 mm diameter shaft and two (2) sealed, precision ball bearings.
- B. Base angles shall be a minimum one and one-half inch (1.5") by one and one-half inch (1.5") by 3/16 inch angle punched with a universal hole pattern for easy installation.
- C. Side plates shall be a minimum of twelve-gauge steel, and shall fully enclose the sheave. Side plates shall be bolted to the base angles.
- D. The block and associated mounting hardware shall have a recommended working load of at least 750 pounds, and shall be designed for use in either upright or underhung usage.
- E. Loft blocks shall be grooved for one quarter (1/4") lift line.

#### 4.11.3 Mule blocks

- A. The sheave shall have an eight and one-half (8.5") outside diameter and shall be filled nylon.
- B. The sheave shall be equipped with a one inch (1") diameter shaft and two (2) tapered roller bearings.
- C. Side plates shall be a minimum of seven-gauge steel, and shall fully enclose the sheave.
- D. Side plates shall be fillet welded to an eight inch (8") formed steel channel base. Bracing tubes with a minimum size of two inch (2") by two inch (2") by 3/16 inch shall be welded to both side plates and the base for added strength.
- E. There shall be a minimum of four (4) three-eighths inch (3/8") bolts with spacers between the side plates for structural strength and to prevent cables from escaping the sheave grooves.
- F. The block shall have a recommended working load of at least 875 pounds per quarter inch (1/4") line and 525 pounds per 3/16 inch line with a total load not to exceed 2000 pounds using a 90 degree wrap or 1400 pounds using a 180 degree wrap.
- G. Mule blocks shall be series grooved for four (4) or eight (8) quarter inch (1/4") lines.

#### 4.11.4 Floor blocks

- A. The cast iron sheave shall have a twelve inch (12") outside diameter and shall be an iron casting with a machined groove for a three-quarter inch (3/4") rope.
- B. The sheave shall be equipped with a 17 mm diameter shaft and two (2) sealed, precision ball bearings.
- C. Side plates shall be a minimum of 3/16 inch steel plate.
- D. The block shall have a minimum weight of 48 pounds to properly tension the hand line.
- E. A plastic kick tab shall be provided for adjustment of the rope tension.
- F. The floor block shall be held in place and guided in the T-bar by two (2) guide shoe assemblies, each consisting of two (2) guides and one (1) spacer made of 5/16 inch thick steel plates. Each guide shall be secured to the housing by means of two (2) three eighths inch (3/8") hex head bolts and nuts.

#### 4.11.5 Rope locks

- A. The rope lock shall consist of an ASTM A536 ductile iron housing, cams, and handle. The cams shall compress the rope, not bend it over tight radius corners that reduce its strength. The housing shall allow the use of a standard padlock to hold the handle in its closed position.
- B. In order to reduce noise during operation, there shall be a rubber bumper in the housing to silence the handle when it is opened. The dogs that grip the rope shall be machined to fit closely to reduce noise and not use washers.
- C. Adjustment for rope shall be from five-eighths inch (5/8") to one inch (1") by means of a half inch (1/2) nylon tipped, socket head adjustment screw with lock nut at the rear of the housing.
- D. The handle shall be nine inch (9") long with a nylon powder or vinyl dip coating. The handle shall be installed so that it passes two degrees past vertical to lock the hand line.
- E. A coated, oval, welded steel ring shall be provided as a safety lock.
- F. The rope lock shall mount to the locking rail with four (4) three-eighths inch (3/8") hex bolts and lock nuts.

#### 4.11.6 Pipe Battens

- A. All battens shall be one and one-half inch (1.5") nominal diameter, schedule 40 pipe. All joints shall be spliced with 18 inch long sleeves with nine inch (9") extending into each pipe and held by two (2) three eighths inch (3/8") hex bolts and lock nuts on each side of the joint.
- B. Each end shall be covered with a bright yellow, closed end, soft vinyl safety cap at least four inches (4") in length.
- C. Battens shall be 72 feet in length. Main curtain batten shall be 76 feet in length. Battens designated as House Electrics (see tentative lineset schedule attached as separate attachment) shall be double-piped with twelve inch (12") hangers to allow for raceway installation. Pre-fabricated steel flat truss with top and bottom chords conforming to paragraph 'A' of this section is also acceptable.

#### 4.11.7 Turnbuckles and pipe clamps

- A. Turnbuckles shall be drop forged and galvanized, and conform to ASTM F-1145 Type 1, Grade 1 standard. Turnbuckles shall be moused after adjustment to prevent loosening.
- B. Pipe clamps shall be made of two (2) strips of twelve (12) gauge by two inch (2") hot rolled steel formed to encompass and clamp the pipe batten to prevent its rotation. Corners shall be rounded.
- C. There shall be a three- eighth inch (3/8") by one inch (1") hex bolt with lock nut above and below the batten. A five-eighth inch (5/8") hole in the top of each clamp half allows the attachment of cable, chain, or other fittings.
- D. Full pipe clamps shall have a manufacturer's recommended load rating of at least 750 pounds.

#### 4.11.8 Hand line

- A. Hand lines shall have a parallel filament core constructed of high-tenacity filament polyester. The core shall remain firm and round under all load conditions, and be dense enough to allow it to be clamped in a rope lock without damage. The core shall be wrapped in polyester tape to provide the core with protection against external damage and wear. The braided polyester outer jacket shall be constructed of spun polyester for good gripping.
- B. The rope shall hold knots well, be easily spliced. Rope shall not be subject to rotting, mildew, resistance to UV, or moisture damage, nor shall its length be affected by changes in humidity.
- C. Tape ends before cutting. Attach to arbor with two (2) half-hitches or bowline and tape end to standing line with electrical tape.
- D. Hand lines shall be three-fourths inch (3/4") Stage-Set-X rope.

#### 4.11.9 Arbors

- A. Arbor shall be of specified length, or long enough to accommodate counterweights to balance its pipe batten and related equipment, whichever is longer. Minimum counterweight accommodation shall be 1600 pounds for new arbors, as designed for refurbished equipment.
- B. The arbor top shall be a one-fourth inch (1/4") steel plate formed into a channel with three inch (3") sides and punched to receive eight (8) cables. A bolt and spacer shall tie the legs together and provide a tie-off point for the hand line. The front of the arbor top shall carry a one and one-half inch (1.5") high white set number.
- C. The arbor bottom shall be of similar construction, with counterweight rests to keep the weights from resting on the inner arbor rod nuts.
- D. The top and bottom of the arbor shall be tied together by means of two (2) three-quarter inch (3/4") steel arbor rods and a three-eighths inch (3/8") by three inch (3") steel back plate. The arbor rods shall have three (3) nuts at each end, the outermost being a lock nut.
- E. Two (2) guide assemblies shall be provided, each comprised of UHMW plates between steel backup plates or molded plastic shoe assemblies with stiffening ribs and lock tabs, secured to the arbor by means of two (2) three-eighths inch (3/8") hex head bolts and lock nuts.
- F. Provide twelve-gauge spreader plates on arbor rods so they can be spaced between counterweights on two foot (2') centers. Provide a retaining collar on each rod, each with a quarter inch (1/4") set screw with red plastic knob for easy locking. The front retaining collar shall be welded to the top spreader plate.
- G. Provide labels on the steel back plates showing the proper locations for the spreader plates.

#### 4.11.10 Hoists

- A. Electric lifting equipment and control shall comply with NFPA 70 and 79, ANSI E1.6-1 2012 and UL508E standards.
- B. FOH hoists: Orchestra shell hoist shall be capable of lifting 2000 pounds at a speed of 45 fpm and allow for 45 feet of travel. FOH utility truss hoist shall be capable of lifting 2000 pounds at a speed of 45 fpm and allow for 45 feet of travel. FOH hoists shall be JR Clancy PowerHoist or equivalent. Custom hoists or hoists by alternative manufacturers meeting substantially similar specifications are acceptable. Control shall be by JR Clancy Push Button Controller or equivalent located centrally to (or incorporated within) the main curtain control station DSL.

- C. Main curtain hoist: Main curtain hoist shall be variable speed capable of operation of up to 650 fpm. Hoist shall be capable of lifting 1400 pounds and allow for 80 feet of travel. This hoist shall also feature a clutch-release or similar system which will allow for complete and rapid transfer of operation to a manual lineset in the event of hoist or electrical failure. Main curtain hoist shall be JR Clancy Titan or equivalent. Custom hoists or hoists by alternative manufacturers meeting substantially similar specifications are acceptable. Control station shall be designed to allow for speed adjustment and both manual and set point based operation. Regardless of operation mode, the main curtain 'in' position must be absolute. Any over-limit operation relative to bringing the batten to deck level must require key access and/or transfer of the lineset to manual control.

#### 4.11.11 Index lighting

Locking rail index lighting shall be by a continuous dual-circuit LED lighting strip running the entire length of the rail at a height of eight feet (8'). Circuits shall be individually dimmable blue and white source LEDs. Housing shall be black metal and shall provide for even light coverage of the rail and hand lines while masking the light source from stage and audience view. Control shall be by manual dimmers at a location convenient to the rail.

#### 4.12 Scope of work

- 4.12.1 Demolition: Bidder shall remove and dispose of all existing batten pipe, lift lines, index lighting, rope locks, and blocks. Bidder shall remove and City shall retain all rope hand line. Bidder shall remove and dispose of all existing hoists. Bidder shall remove and dispose of all debris and unused equipment on the grid and in the loading rail areas.
- 4.12.2 Refurbishment: Bidder shall refurbish the following components. In instances that refurbishment is deemed not possible or cost-prohibitive, bidder shall provide and install new equipment compliant with all standards and codes referenced herein.
  - A. T-Guide System: Existing T-guide system shall be retained and refurbished. Refurbishment shall mean verifying the integrity of all connections to the building structure and repairing as needed. All internal mechanical fasteners shall be inspected for wear and corrosion and replaced as needed. Welded joints shall be inspected and repaired as necessary. Any components that are deformed or otherwise demonstrate excessive wear shall be removed and replaced. All metal surfaces shall be sanded, primed and painted black by best industry practices to a height of not less the 36 feet from the stage deck.
  - B. Locking Rail: Existing locking rail shall be retained and refurbished. All internal mechanical fasteners shall be inspected for wear and corrosion and replaced as needed. Welded joints shall be inspected and repaired as necessary. Any components that are deformed or otherwise demonstrate excessive wear shall be removed and replaced. All surfaces shall be sanded, primed and painted black by best industry practices. New signage as per section 4.10 shall be provided to include line set numbering and index cards/holders for temporary marking.
  - C. Arbors: Existing arbors shall be retained and refurbished. Existing quantity is 50. All internal mechanical fasteners shall be inspected for wear and corrosion and replaced as needed. Track guide pads shall be replaced. Spreader and keeper plates shall be inspected, replaced and/or augmented as needed. Any components that are deformed or otherwise demonstrate excessive wear shall be removed and replaced. All surfaces shall be sanded, primed, and painted to match new supplemental arbors by best industry practices.

#### 4.12.3 Installation

- A. Counterweight line sets: Bidder shall install 64 line sets to include all pipe, cable, hand line, hoist lines, blocks, arbors, connecting hardware, and brakes as specified herein. Trim hardware shall be pipe clamps and turnbuckles. Bidder shall supplement refurbished arbors with new equipment as appropriate. Spacing shall be six inch (6") O.C. with one (1) opening immediately US and DS of house electrics #1-#4. Furthest upstage line set shall be diverted twelve inches (12") beyond the US edge of the locking rail to accommodate preferred positioning of the full stage black curtain. Bidder shall provide and install four (4) travelling electrical cable pick lines with picks to be run in line with house electric line sets.

Special design consideration: Main drape shall be hoist driven but shall be quickly field-convertible to operate manually by way of hand line available at the locking rail in the event of power or equipment failure.

- B. Hoists: Bidder shall install electric hoists of appropriate type and quantity to lift one (1) FOH orchestra shell piece, one (1) FOH utility truss, and one (1) main drape as specified in 4.8.10. Bidder to provide control stations as similarly specified at a central location to be designated by the City. Bidder to supply hoist lines and cable terminations. For the FOH orchestra shell hoist, bidder to supply turnbuckle and pipe clamps to support City-provided truss. For FOH utility truss, bidder shall supply a turnbuckle termination capable of accepting a 3/8" shackle for City-provided spanset and truss. For main drape hoist, bidder shall supply batten and connecting hardware as specified in 4.11.6 and 4.11.7.

4.12.4 Locking rail index lighting: Contractor shall provide and install locking rail index lighting as specified.

4.12.5 Secondary materials: Contractor shall supply all secondary materials necessary for installation to include all wire rope, terminations, and common hardware.

4.12.6 General conditions: Contractor shall supply and provide for the removal of all refuse containers used for demolition and general debris. Contractor shall supply all personnel lifts as needed with the exception of house Genie man lift which shall be provided by the City. Contractor shall supply and install any temporary hoists needed for transportation of material from the stage deck to the grid.

#### 4.13 Installation sequence and schedule

4.13.1 Work hours: All work shall be performed between 7:00AM and 5:00PM, Monday through Friday, unless prior approval has been obtained from the City.

4.13.2 Schedule: Prior to commencing work, a work schedule shall be submitted to the City. Work shall not commence until the schedule has been approved by the City.

#### 4.14 Clean-up and inspections

4.14.1 Clean-up: The successful contractor shall remove all debris resulting from work under this contract. The successful bidder shall also remove from the project site all equipment and unused or removed materials and restore building and premises to a neat, clean appearance.

4.14.2 Inspection: Manual counterweight rigging shall be tested in accordance with ANSI E1.4. The City reserves the right to reject defective or inferior material or workmanship installed under this contract and may require the correction of such without additional cost to the City.

- A. During the installation of equipment, the bidder shall arrange for access as necessary for inspection of equipment by the City.



- B. System pre-testing by bidder: On completion of installation, the bidder shall conduct a complete test of the system to ensure it is working properly and in conformance with this specification.
- C. Completion testing: Upon completing the installation, the bidder shall notify the City to schedule inspection and testing of the full rigging system. At the time of testing, the bidder shall furnish sufficient workers to operate all equipment and to perform such adjustments and tests as may be required by the City. All testing equipment and personnel shall be at the bidder's expense. Any equipment that fails to meet with approval shall be repaired or replaced with suitable equipment and the inspection shall be rescheduled under the same conditions as previously specified. At the time of these inspections, no other work shall be performed in the auditorium and stage areas. All temporary bracing, scaffolding, etc. shall be removed to permit full operation of, and access to, all equipment. Final approval shall be withheld until all systems have been thoroughly tested and found to be in full working order and meets requirements herein.
- D. Hoist testing: Each hoist shall be operated over five (5) full continuous cycles at 1.25 times its full working load at full speed and travel distance. The emergency stop function shall be tested at 100 percent WLL in both the ascending and descending directions. The bidder shall demonstrate that all over travel limit switches have been correctly set for the actual field conditions. The bidder to provide two (2) hours of instruction to City personnel relative to hoist operation. Costs for training shall be included in bid price.

#### 4.15 Special conditions

- 4.15.1 Permits, taxes, and licenses: All costs associated with the applicable sales and use taxes, permit fees, and licenses shall be included in the bid price. Any fees associated with the City's process will be waived.
- 4.15.2 Warranty: The successful bidder shall warrant the equipment installed under this contract against defects in materials and workmanship for a period of one (1) year from date of system delivery. Manufacturer's equipment warranty against defects in materials and workmanship shall be for a period of five (5) years.
- 4.15.3 All work shall meet all federal, state, and local laws and regulations.

#### 4.16 Insurance Requirements

##### 4.16.1 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

#### 4.16.2 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

#### 4.16.3 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

#### 4.16.4 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

#### 4.16.5 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 DBE Participation
- Other submittals as stated

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

5.2 Original invoices should be sent to:

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

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

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

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

**EXCEPTION SHEET**

Event # 6606

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

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

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

EVENT NUMBER: 6606

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: \_\_\_\_\_)

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

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Mercer Theatre Rigging Upgrade	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 \$ \_\_\_\_\_

=====

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

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

**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 not established a DBE goal for this project; however, DBE participation is encouraged wherever possible.

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](http://www.dot.ga.gov/PS/Business/DBE)

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

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

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

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



## **NON-DISCRIMINATION STATEMENT**

The prime contractor / bidder certifies that:

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

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Signature

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Title

## PROPOSED SCHEDULE OF DBE PARTICIPATION

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

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

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

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

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

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

### Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

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

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

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

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

Disadvantaged Business Enterprise

**GOOD FAITH EFFORT**

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

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

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

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

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

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

**This form must be submitted in its entirety with supporting documentation in a separate sealed envelope with your bid prior to the time of bid opening. Failure to comply will result in the bid being considered non-responsive and the bid will 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.**

SECTION 01437  
DBE PARTICIPATION REPORT

**IMPORTANT NOTICES**

- The DBE Participation Report (Form 01437) must be submitted to the City of Savannah **Contract Analyst and the Office of Business Opportunity** with each pay request. Failure to submit this form can result in no credit toward contracted DBE requirements and a possible delay in monthly progress payments.
- The Prime Contractor/Consultant **may not change DBE firms without prior written approval of the City.** Contractors/Consultants may use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). Any unauthorized substitution of DBE subcontractors can result in withholding of payments for up to 30 days until compliance is reestablished.
- **Documentation providing proof of payments to DBEs for work on this project shall be kept on file and available for inspection by City staff.**

PROJECT NAME & NUMBER: \_\_\_\_\_ DATE \_\_\_\_\_ REPORT NO. \_\_\_\_\_

PRIME CONTRACTOR/CONSULTANT \_\_\_\_\_ CONTRACT AMOUNT (\$) \_\_\_\_\_

**This is the final project report. End Date:** \_\_\_\_\_

DBE INFORMATION					DBE PAYMENTS			
APPROVED DBEs	DESCRIPTION OF WORK or SUPPLIES	DBE CONTACT PERSON	DBE CONTACT PHONE #	DBE CONTACT EMAIL	ORIGINAL SUBCONTRACT AMOUNT	PAYMENT DATE(S)	TOTAL PAID THIS PERIOD	TOTAL PAID TO-DATE

Total DBE Paid To Date: \$ \_\_\_\_\_ %

**CONTRACTOR: I hereby certify this information is true and correct; and supporting documentation is on file and available for inspection by the City at any time.**

SIGNED \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**CITY OF SAVANNAH**

This report has been reviewed for DBE contract compliance.

SBO Compliance Coordinator \_\_\_\_\_ DATE \_\_\_\_\_

## INSTRUCTIONS TO CONTRACTOR/CONSULTANT

To receive credit toward contracted DBE goals, the Prime Contractor/Consultant must complete and submit this form with each Request for Periodic Payment, beginning with the first payment request. An additional copy of this section must be submitted **to the SBO Compliance Coordinator**. The Office of Business Opportunity may be contacted by phone at (912) 652-3582 or by fax at (912) 651-3175. **Failure to submit this form may result in no credit toward the contract DBE requirements and a delay in monthly progress payment.**

1. Project Name: The official name of the project as stated on the contract
2. Date: Date Report is being submitted
3. Report Number: Reports must be consecutively numbered.
4. Contract Amount: Total amount of the contract to be paid to the Prime Contractor/Consultant by the City of Savannah for completion of the project.
5. DBE Goals: Enter the contracted DBE Goals per the signed agreement.
6. Final Project Report: Place an "X" or checkmark in this box when the project has been completed and the report submitted is the final payment report. Enter the date of project completion.
7. DBE Information: ONLY DBEs that have been verified and approved by the City of Savannah DBE Office, from the Prime Contractor's/Consultant's "Proposed Schedule of DBE Participation" may be included on the payment report. **NO SUBSTITUTIONS OR CHANGES IN GOALS MAY BE MADE** without prior written approval by the City.
8. DBE Payments: Enter the actual amount of the subcontract agreement for each approved DBE, the date of any payments occurring within the report period, the amount of the payments to each DBE during this period and the total each DBE has been paid-to-date.
9. Earnings-to-date: Enter the total amount paid to date to all DBE subcontractors.
10. Contractor Certification: The contractor or his authorized representative must sign this form prior to submittal. Signature indicates that all information is true and correct and documented proof of all information is on file and available for City of Savannah review at any time.

## GENERAL INFORMATION

**The prime contractor/consultant may not change DBE firms without prior written approval of the City of Savannah Office of Business Opportunity. Approval cannot be obtained from the City's Project Manager, Contract Analyst or other City of Savannah employees. Contractors/Consultants must use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). **Any proposed changes must meet established DBE goals and conform to contract regulations and DBE Program Requirements.****

If the prime contractor/consultant in its bid/proposal included any second or lower tier subcontractor/sub-consultant/supplier towards meeting the goal, it is the sole responsibility of the prime contractor/consultant to ensure all DBE firms have been reviewed and approved by the City of Savannah and to document all subcontracting/sub-consulting and/or supplier participation dollars counted towards the goal, irrespective of tier level. Upon completion of the work, a final "DBE Participation Report" will be required and submitted with the final pay request.

As per the City's contract, the City's SBO policy, and signed participation reports: the prime contractor/consultant certifies all DBE payment information to be true and correct, to have all supporting documentation on file and to make copies of this documentation available to the City of Savannah. **Prime contractors/consultants will periodically be required to provide copies of payment documentation** for DBEs being counted toward the DBE goal (including the prime contractor/consultant, if it is a DBE and being counted toward the goal). Failure to comply with the City's request to provide the required documentation may cause the City to withhold payments due the prime contractor/consultant until compliance is attained. Payment documentation includes but is not limited to:

- signed sub-contracts with DBEs being utilized in meeting the project's DBE goals
- DBE invoices for payment related to the project
- proof of payment of DBE invoices related to the project

## HIRE SAVANNAH AGREEMENT

<b>Event #:</b>		<b>Event Name:</b>	
<b>Bidder/Proposer Name:</b>			

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.

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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).  
\* \* \* \* \*



## **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.