

## **SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS**

### **EVENT # 5056 - Oils, Lubricants and Anti-Freeze**

- 4.0 The purpose of these specifications is to describe various oils, lubricants, and antifreeze for use by Vehicle Maintenance and other City departments. All fittings shall conform to AWWA C-800 and NSF 61 NO- LEAD compliant.

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.

#### **4.1 Detailed Specifications:**

- 4.1.1 Only major brands, (i.e.: Exxon Mobil, Chevron, Texaco, Shell Citgo, Pennzoil, Conoco Phillips, Castrol) **NO private label / house brands will be accepted.**
- 4.1.2 Vendors are asked to provide alternate pricing for environmentally friendly oils made from re-refined base oils will be acceptable as long as they meet all the same standards as oils made from virgin crude, and meet all major manufacturers' approval. The award will be for one product or the other - not both.

#### **4.2 Motor Oil:**

- a. 15W40 (CK-4) **SEMI-SYNTHETIC** this item only – all forms of 15W40
- b. 5-30 (bulk) ILSAC GF-5
- c. 5W-30 ILSAC GF-5 (55 gallon drums)
- d. Supreme 5-20 ILSAC GF-5(1/55)

- 4.3 Gear Lubricant: SAE 85W/140 API Service GL5

- 4.4 Hydraulic Oil: ASTM Viscosity Grade 46 Rust & Oxidation Inhibited, anti-wear type, approximately 5000 hr. oxidation life.

- 4.5 Heavy Duty Truck Grease: All chassis application, Lithium complex High temp, EP, #2.

#### **4.6 Automatic Transmission Fluid:**

- a. Multi-purpose ATF
- b. Dexron III,
- c. Mercon V,

- 4.7 Hydraulic Tractor Fluid (55 gallon drums),

- 4.8 TDH 01893 or equal, (55 gallon drums)

- 4.9 AW 68 Hydraulic fluid, (55 gallon drums)

- 4.10 Red Heavy duty extended life anti-freeze for diesel engines, extended life full organic acid technology. Contains additives for cylinder liner protection and coolant system life. Must meet CAT-EC1 performance specifications with 750,000 mile change interval.
- 4.11 Global automotive extended life anti-freeze formulated to be compatible with all colors and types of anti-freeze on the market. 5 year, 150,000 mile protection.
- 4.12 Allison Transynd TES 295 Synthetic Transmission Fluid (27101-CTDR-Transynd) in 55 gallon drums.
- 4.13 All oils and lubricants required under this contract are for equipment and vehicles which are under repair. Therefore delivery time is critical. The City of Savannah reserves the right to make purchases from other the contract vendor on a case-by-case basis when deemed that the contract vendor's delivery time to be unacceptable. Quantities shown on the bid proposal are estimates only for the City of Savannah.
- 4.14 Oils requested in bulk to be delivered into the City of Savannah's bulk oil storage tanks by vendor. Delivery must be made within twenty-four (24) hours of order placement. Delivery to various locations will be required.
- 4.15 Additional purchases will be required for oil and lubricants not covered on the bid proposal form. Pricing of these items should be consistent with the lowest pricing offered by the vendor to their best customer.
- 4.16 Quantities given are based on previous years' usage. Actual quantities purchased may be more or less.
- 4.17 Bidders must provide the name of the manufacturer and specific data as to the following properties of the antifreeze based upon the Standards prescribed by the American Society of Testing and Materials (ASTM).
- 4.18 **Bidders must submit pricing of items based on the unit of measure indicated for each item.**
- 4.19 Due to the historical price volatility of oils and lubricants this contract will allow for price changes on a quarterly basis. Specifically a quarterly review will be conducted jointly between the successful vendor(s) and the City of Savannah to determine the current market trend. Based on this review, the price paid will be adjusted, up or down. If an agreement cannot be reached, the City reserves the right to award the contract to the next low bidder or rebid the contract.
- 4.20 **Delivery:** All prices should be FOB Savannah, Georgia, 31401, 31406 and 31415. Unit prices should include all delivery and handling charges. Quantities stated are based on prior usage and are **estimates only**. The City reserves the right to purchase more or less than the estimated quantities.

**Deliveries will be required to three (3) main locations:**

(1) Fleet Maintenance – located at the corner of Stiles Avenue and Gwinnett Street. They will order bulk and drums approximately 4 times a year. (2). Central Warehouse – City Lot, 1100 W. Gwinnett Street, Building C. This site will order case quantities. (3). Vehicle Maintenance – 6900 Sallie Mood Drive. This site will receive bi-weekly deliveries of bulk and drums. This site may require 24 hour turn-around on emergency orders.

- 4.21 **Basis of Award:** This contract will be awarded to the vendor that offers the lowest net price to the City, and who meets or exceed all specifications herein. The City reserves the right to split the award if deemed to be in its best interest. The City also reserves the right to appoint a primary and secondary vendor if deemed advantageous.

The City reserves the right to split the award should it be deemed in its best interest.

5.0 **GENERAL SPECIFICATIONS:**

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

- Bid Proposal
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of DBE Participation
- Other requested submittals as stated

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

5.2 Bids may be submitted manually to the address listed in the bid documents or electronically via the supplier portal in sufficient time to ensure receipt by the Purchasing Department on or before 1:30 P.M. on the date specified in the web page listing for this event. Requested documentation may be attached to the bidder's response. A supplier guide for assistance in submitting responses can be found by clicking on the Important Documents tab of the Purchasing SavEPro webpage at: <http://www.savannahga.gov/index.aspx?NID=590>

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

5.4 **Bidders must provide the manufacturer's name and part number of each item bid in the space provided on the bid form.**

5.5 This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This agreement may be renewed for up to two (2) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

5.6 Original invoices shall be mailed to:

City of Savannah  
Accounts Payable Dept.  
P.O.1027  
Savannah, GA 31402

5.7 The successful vendor must have the following items on every invoice to the City:

- A) The exact description of the purchased item as described in this contract,
- B) The unit price of the item, and
- C) The total of the invoice.

5.8 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation.

5.9 Bidder acknowledges that by submitting a bid for the specified Event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of Bidder.

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)  
SUBMIT A MINIMUM OF TWO COPIES

City of Savannah Purchasing Department  
1375 Chatham Parkway, 2<sup>nd</sup> Floor  
P. O. Box 1027  
Savannah, Georgia 31402  
ATTN: Purchasing Director

EVENT NUMBER: 5056  
  
Business Location: (Check One)  
 Chatham County  
 City of Savannah  
 Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE. PLEASE REGISTER AT [WWW.SAVANNAHGA.GOV](http://WWW.SAVANNAHGA.GOV).**

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

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

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

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

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

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

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE) YES: \_\_\_\_\_ NO: \_\_\_\_\_  
FROM WHAT CITY/COUNTY \_\_\_\_\_  
TAX CERTIFICATE #: \_\_\_\_\_ FED TAX ID #: \_\_\_\_\_

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

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

Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please complete the attached schedule of DBE participation. Also complete the schedule if you will be using any DBE suppliers.

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

ITEM NO	DESCRIPTION	MANUFACTURER NAME & MODEL NUMBER	EST QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL
Example	Motor Oil in 55 gallon drums	Citgo Citgard	1,500	Gallons	8.50	\$12,750.00
1	15w-40 <b>SEMI-SYNTHETIC</b> (CK-4) gallon bulk as per spec 4.2.A		1,500	Gallons		
2	Environmentally friendly version of above as per spec 4.2.A		1,500	Gallons		
3	Motor Oil in bulk (SAE 5W-30) as per spec 4.2.B		400	Gallons		
4	Environmentally friendly version of above		400	Gallons		
5	Motor Oil in 55 gallon drums (SAE 15W-40) (CK-4) as per spec 4.2.A		220	Gallons		
6	Environmentally friendly version of above as per spec 4.2.A		220	Gallons		
7	Motor Oil in cases of 12 quart cans (SAE 15W-40) (CK-4) as per spec 4.2.A		360	<b>Quarts</b>		
8	Environmentally friendly version of above as per spec 4.2.A		360	<b>Quarts</b>		
9	Motor Oil Supreme drum (5W30) as per spec 4.2.C		300	Gallons		
10	Environmentally friendly version of above		300	Gallons		
11	Motor Oil in cases of 12 quart cans (ASC 5W-30)		228	<b>Quarts</b>		
12	Environmentally friendly version of above		228	<b>Quarts</b>		
13	Motor Oil Supreme 5-20 (1/55) as per spec 4.2.d		1,045	Gallons		

ITEM NO	DESCRIPTION	MANUFACTURER NAME & MODEL NUMBER	EST QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL
14	Environmentally friendly version of above		1,045	Gallons		
15	2-Cycle Oil in 24- ½ pint cans		21	Gallons		
16	Gear Lubricant in 400 lb. drums (SAE 85W/140) GL5 as per spec 4.3		400	Pounds		
17	Hydraulic Oil in 1000 gallon bulk (HD46) as per spec 4.4		3,000	Gallons		
18	Hydraulic Oil in 55 gallon drums		275	Gallons		
19	Heavy Duty Truck grease in 120 lb drums		960	Pounds		
20	Heavy Duty Truck Grease in tubes (14oz/tube)		370	Tubes		
21	Auto Transmission Fluid in cases of 12 quart cans (Dexron III) as per spec 4.6.B		96	Quarts		
22	Auto Transmission Fluid in cases of 12 quart cases (Mercon V) as per spec 4.6.C		36	Quarts		
23	Auto Transmission Fluid in 400 gallon bulk (Dexron III)		400	Gallons		
24	Auto Transmission Fluid in 55 gallon drums (Dexron III)		55	Gallons		
25	Texaco TDH 01893 in 55 gallon drums as per spec 4.8		275	Gallons		
26	AW Hydraulic 68 in 55 gallon drums as per spec 4.9		110	Gallons		
27	55 Gallon Drum of Anti Freeze & Coolant TRUCK per spec 4.10		10	Drums		
28	55 Gallon Drum of Anti Freeze & Coolant AUTOMOTIVE per spec 4.11		10	Drums		

ITEM NO	DESCRIPTION	MANUFACTURER NAME & MODEL NUMBER	EST QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL
29	Allison Transynd Synthetic Transmission Fluid in 55 gallon drums per spec 4.12		220	Gallons		

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 DELIVERY AFTER RECEIPT OF ORDER: \_\_\_\_\_ DAYS

HAVE YOU SUBMITTED PRICING BASED ON THE UNITS OF MEASURE INDICATED FOR EACH ITEM? \_\_\_\_\_

HAVE YOU PROVIDED THE MANUFACTURER'S NAME AND PART NUMBER IN THE SPACE PROVIDED? \_\_\_\_\_

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

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

DATE \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date

**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 18% 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](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.***

**EXCEPTION SHEET**

Event # 5056

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

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## DBE SUBCONTRACTOR PAYMENT REPORT

Report No. \_\_\_\_\_

<b>Contract #:</b>	<b>Contract Amount:</b>	<b>Date Form Submitted:</b>	
<b>Project Name:</b>		<b>Project Completion Date:</b>	
<b>Prime Contractor:</b>		<b>Period Ending:</b>	<b>Amt. Paid to Prime:</b>
<b>Contact Person:</b>		<b>Telephone#:</b> (    )	<b>Fax#:</b> (    )

### SUBCONTRACTING INFORMATION

TO BE SUBMITTED TO THE CITY OF SAVANNAH OFFICE OF BUSINESS OPPORTUNITY

DBE Subcontractor	Telephone #	Description of Work	Original Agreed Price	% of work Completed to Date	Amount Paid This Period	Amount Paid To Date
<b>Total Amount Paid to Subcontractors to Date:</b>						

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge.

<b>Signature:</b>	<b>Title:</b>	<b>Date:</b>
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Note: The information provided herein is subject to verification by the Office of Business Opportunity.





**OFFICE OF BUSINESS OPPORTUNITY  
SCHEDULE OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION<sup>1</sup>**

<b>EVENT NUMBER:</b>		<b>PROJECT TITLE:</b>			
<b>PRIME CONTRACTOR NAME:</b>		<b>ADDRESS:</b>		<b>PHONE:</b>	<b>FAX:</b>
<b>SUBCONTRACTOR NAME</b>	<b>ADDRESS and PHONE NUMBER</b>	<b>SERVICES/WORK TO BE PERFORMED</b>	<b>DBE ? (Y/N)</b>	<b>SUB-CONTRACT AMT (% OF TOTAL BASE BID)</b>	<b>SUB-CONTRACT AMT (\$)</b>
<b>TOTAL BASE BID<sup>2</sup></b>					<b>\$</b>
<b>TOTAL PROPOSED DBE SUBCONTRACTS<sup>2</sup></b>					<b>\$</b>
<b>BIDDER'S PROPOSED DBE PARTICIPATION<sup>3</sup></b>					<b>%</b>

I hereby certify that the above is a true reflection of proposed subcontracts, and that said firms shall be contracted to work on the trades specified and/or supply materials and/or equipment for this project. I have included a properly executed letter of intent for each DBE firm mentioned in this schedule with our response.

Name and Title of Authorized Representative	Signature	Date
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<sup>1</sup> Form to be completed and signed by the bidder/offeror; Use additional sheets if necessary.  
<sup>2</sup> To be provided only when the solicitation requires that the bidder/offeror include the dollar amount in its bid.  
<sup>3</sup> Total proposed DBE participation (\$) divided by bidder's total base bid (less any exclusions specifically mentioned in the solicitation), or total of all DBE Participation (%) if dollar amount is not required.



**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](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.