

GENERATOR MAINTENANCE FOR PRESIDENT STREET, REGIONAL PLANTS AND I&D

Event No. 6931

Bidder's Checklist – Envelope Requirements

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

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

Envelope must contain the following documents:

Initials	Document
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Insurance
	Any Other Requirements as Stated in the Specs
	Attachments
	Copy of Original Bid

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

Signature: _____ Date: _____

GENERATOR MAINTENANCE FOR PRESIDENT STREET, REGIONAL PLANTS, AND I&D

EVENT NO. 6931

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe the requirements for routine planned maintenance (RPM) and repair services for emergency standby auxiliary power equipment, emergency standby power systems for the City of Savannah's Industrial & Domestic Water Facility and four Water Reclamation Facilities.

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.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. If submitting electronically, submit the total amount for line item #2 as the materials cost (\$12,000) plus the percentage markup cost (ex. If your markup is 10% you would enter \$13,200 as your total markup cost). Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered. To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 301 West Oglethorpe Avenue, Savannah, Georgia, 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 **General Description:** References: NFPA 110 Standard for Emergency and Standby Power Systems
NFPA 70 National Electrical Code
- 4.2 The successful bidder shall warranty all repairs and/or services rendered for a minimum of 90 days.
- 4.3 Pricing for the services under this contract shall be submitted in two major categories.
- 4.3.1 **Recommended Preventative Maintenance Services**
- a. This pricing shall cover all items required in the routine planned maintenance schedule to include labor, materials, and required fees. This price shall remain firm for the duration of the contract.
 - b. Services shall be identified and invoiced individually for each system/sub-system.
- 4.3.2 **Repair Services**
- a. This pricing shall be based upon actual labor (hourly), material/parts used, and fees required to affect the complete repair. Each system shall be identified and invoiced separately. Invoices shall include, but not be limited to, the following billable items:
 1. Parts and material required and used: Parts and material pricing shall be based upon a cost plus standard mark-up percentage. This standard mark-up percentage

shall be submitted on the bid proposal form and shall remain firm for the life of the contract.

2. Labor rate: Bidders shall provide both a regular straight time and a premium overtime hourly labor rate. The straight-time hourly rate shall be based upon the vendor's normal hours of operation. Authorization to work and invoice at the premium overtime rate shall be solely at the discretion of the City of Savannah. The bidder's normal hours of operation shall be listed on the bid proposal form.
3. Fees: Fee costs incurred by the by the necessary requirements to accomplish the service shall be invoiced at the vendor's actual cost.
4. The successful bidder must be able to perform work without the need of subcontractors. However, if subcontractors are used the successful bidder shall inform the City of Savannah and disclose costs associated with subcontractors. Qualification of subcontractors shall be provided to the City of Savannah.

- 4.4 To verify that pricing remains compliant with the contract terms, the successful bidder shall be prepared to provide backup data such as labor time sheets, purchase receipts for parts, etc. on demand. All invoices shall include a brief written job summary describing each day's activity, parts utilized, fees incurred, etc. so that City of Savannah personnel may review/analyze the work completed for future planning, budgeting, and scheduling purposes.
- 4.5 RPM services scheduling shall be coordinated through the applicable maintenance superintendent for each activity. Generally, RPM services shall be scheduled as follows:
 - A. Water Quality Control Treatment Plants: This department's equipment shall be scheduled for 12 services per calendar year (one every month). These services shall consist of 11 level one minor services and one level two major service.
 - B. I & D Water Services: This department's equipment shall be scheduled for 12 services per calendar year (one every month). These services shall consist of 11 level one minor services and one level two major service.
- 4.6 All services shall be invoiced for each individual system or sub-system with the unit or system identified per the applicable department's assigned designation.
- 4.7 The successful bidder shall have a **well-stocked and fully-equipped service department/repair shop located within a 25 mile radius of the sites** where the equipment systems and sub-systems are normally located. The physical address of this location shall be provided in the bid submittal.
- 4.8 All work performed on electrical power generation and transfer equipment shall be accomplished under the technical management of an electrical licensed contractor qualified in 600VAC and below three-phase and single-phase installation, repair, and maintenance.
- 4.9 All work performed shall be in compliance with NFPA 70 National Electrical Code, NFPA 110 Standard for Emergency and Standby Power Systems as well as other applicable federal, state, and local codes. Work shall also be in accordance with industry recognized good practices.
- 4.10 All work performed shall be subject to City of Savannah user department quality control inspection and acceptance personnel or their designee. Payment may be withheld in part or in total should the work not meet the quality standards of the City of Savannah.
- 4.11 Preventative maintenance services shall include, but not be limited to, the following:

4.11.1 Level One Minor Service

- A. Start and run the unit under load for a sufficient time to achieve normal operating temperature and verify that the engine thermostat is operating correctly.
- B. Visually inspect all belts and hoses to verify they are fully serviceable. Adjust belt tension as necessary.
- C. Verify that all fluids (oil, coolant, etc.) are at correct levels and in serviceable condition. As necessary, top-off levels with up to one gallon of the required fluid. Verify that concentrations of OEM required additives are correct. Adjust (increase or dilute) as necessary.
- D. Inspect and verify the serviceability of the radiator cap.
- E. Verify that all hose clamps are properly tight and serviceable. Tighten as necessary.
- F. Pressure test the coolant system and verify that it will hold and maintain OEM specified pressure without leaks.
- G. Verify that the fuel tank is a minimum of 50% full.
- H. Verify that all fuel tank accessory devices (vents, filler device, rupture basin alarm device, fuel level indicator, etc.) are present and fully operational.
- I. Verify that all flexible fuel lines are serviceable and not leaking. Tighten connections as necessary.
- J. Inspect and verify that any hard pipe feeder fuel lines are not leaking.
- K. Verify that all engine component items (starter, breather, air cleaner, and etc.) are properly mounted and fully operational.
- L. Inspect and verify the serviceability of the air cleaner filter element(s).
- M. Verify that the rain cap and/or exhaust miter fitting(s) are present and serviceable and operating correctly.
- N. Verify that all exhaust components are properly assembled and tight. Tighten as necessary.
- O. Disconnect, clean, and coat all starting battery connections, then reconnect.
- P. Inspect engine wiring harness and verify its serviceability.
- Q. With inspection covers removed, inspect all wiring (AC and DC) and verify wire and termination integrity.
- R. Clean out/remove all rodent and bird nesting material found on or in the unit.
- S. Inspect for evidence of fluid leakage. Tighten clamps/bolts as necessary.
- T. Brush and/or wipe down unit enclosure interior, skid tank top, and genset exterior to remove rodent droppings, leaves, oil residue stains, etc.
- U. Lubricate all door locking/latching mechanisms with an appropriate spray lubricant.

- V. Visually verify the structural integrity of enclosure and fuel tank.
- W. Verify correct electrolyte level(s) in the starting batteries. Top off with distilled water as necessary.
- X. With a conductance meter, verify that the starting batteries are within serviceable specification range.
- Y. Verify the correct operation of the system battery charger-maintainer (float charger) and adjust as necessary.
- Z. Verify that all inspection plate covers are in place and correctly fastened.
- AA. Verify that the genset, housing, and skid-tank are correctly assembled and that all necessary assembly hardware is in place and properly tightened.
- BB. Verify the correct governing of engine speed, AC voltage output, and AC frequency output of the unit using a calibrated meter. Compare the control-mounted meter readings with calibrated reading and adjust as necessary.
- CC. Verify the correct output of the engine-mounted battery charging alternator.
- DD. Verify the correct operation of the transfer indicator lights/meters.
- EE. Simulate all engine safety warning and shut-down conditions and verify the correct system indication and response to the simulated malfunctions. Perform the same testing for the alternator protective function.
- FF. Verify the correct operation of the system exerciser and test functions under no load/transfer conditions.
- GG. Return the entire system to full automatic operation.
- II. Dispose of all waste materials.
- JJ. Report all deficiencies noted and not corrected under the provisions of the PM guide lines to the user department.

4.11.2 Level Two Major Service

A. Perform all of the level one minor service requirements.

B. Change the engine oil using OEM specified or equal engine oil.

C. Change all oil, fuel, and (if applicable) coolant filters with OEM specified or equal filters.

D. Mark all new filters with the date they were changed and the engine elapsed hours reading. Use permanent marking means (ex. Magic Marker) on the replaceable filter canister(s).

E. All batteries (9-volt, type 123, and etc.) in the transfer switchgear designed to maintain power to the exerciser/real-time “clocks” therein during power outages.

4.11.3 Prepare and submit a report to the using department maintenance superintendent and/or his designated representative listing all deficiencies noted but not corrected under the scope of the RPM Service to include recommendations for corrective action.

4.11.4 The successful bidder shall notify the system/equipment using department upon arrival and departure to/from the site at every visit.

4.12 Repair Service

Repairs, special testing, and/or other services which are not included in the scope of RPM services shall be authorized by a designated representative of the City of Savannah using department on a case-by-case basis. Repair estimates and/or formal quotations may be required by the using agency prior to the initiation of the actual work. Only written estimate authorizations shall be acceptable.

4.12 The physical location for each system:

- I & D - 6183 HWY 21 N Port Wentworth, Georgia 31415
- President Street Plant - 1400 E. President Street Savannah, Georgia 31404
- Georgetown 14 Beaver Run Drive Savannah, Georgia 31419
- Crossroads 165 Gulf Stream Road Savannah, Georgia 31415
- 11015 Largo Drive Savannah, Georgia 31419

4.14 **Additional Instructions**

The Industrial and Domestic Water Facility and Water Reclamation Department reserve the right to visit the bidding vendor's shop facilities and/or interview selected members of the vendor's staff during the evaluation. Such a visit shall be coordinated through and with the consent of the bidder.

4.14.1 Each bid submission shall include a brochure/pamphlet type document clearly describing and defining the services offered as set forth above attached to the bid submission. This document shall be in such format to permit ready comparison to others on a line-by-line basis (organization's background history, capabilities, and other such information is desired).

4.14.2 Each bidder shall submit a listing of staff personnel qualifications. The servicing staff shall be required to have the minimum number of personnel cited below with the listed qualifications:

- a. One each technician with 600VAC and below, three-phase, electrical installation and repair experience. Valid electrical unlimited license from the State of Georgia is required.
- b. Two diesel engine service and repair technicians.
- c. Two factory trained and certified power generator and automatic transfer switch equipment technicians.

Staff personnel qualifications must be submitted with a bid in order for the bid to be considered further.

4.14.3 Each bidder shall have the below listed assets on hand and/or readily available to service technicians:

- A. A fleet of service vehicles capable of reaching every site where the type equipment to be serviced is located.
- B. Appropriate electronic/electrical test meters and probes required to accomplish repair and service activities.
- C. Appropriate hand and electric-powered (120VAC) hand tools on-board the service vehicle upon site arrival.
- D. Specialized equipment such as resistive load-bank(s), lifting crane/boom truck, etc. with qualified operator.
- E. Drums/barrels or other containers suitable to transport fluids on public roadways.

F. Containers suitable for transport of solid waste/trash on public roadways.

G. A business association with at least one service organization which is qualified and certified to perform services related to fuel cleaning and fuel polishing to two micron level for fuel tank capacities ranging from 50 US gallons to 8000 US gallons at physical sites throughout the City Of Savannah.

4.15 The successful bidder shall provide an after-hours emergency telephone number which is manned 24 hours, seven days per week for emergency service requests. **The emergency response team/technician shall respond and arrive onsite within two hours of the service call being made.**

4.16 **Natural Disasters**

In the event of a hurricane or other natural disaster, the City of Savannah will have special needs for support/repair of the equipment to be serviced in this contract. With widespread power outages and essential systems damage and/or failure expected under such circumstances, all emergency equipment must be operable and/or augmented as soon as possible. Furthermore, all systems/equipment in service will require more frequent and timely servicing than the normal schedule provides for. Each bidder shall commit to place the needs of the City of Savannah in a high priority status during such events. **Each bidder shall submit their plan for such responses to this type of emergency which shall, at a minimum, address the following:**

- A. Capability to supply extra work crews and equipment as augmentation to normal staffing and equipment.
- B. Capability to respond within a greatly shortened time frame (Estimated time until arrival on-site of first crew, additional crews, etc.).
- C. Impact on pricing of emergency disaster related services. While it is expected that the normal contract pricing structure will be used for local staffing, it is understood by the City of Savannah that the use of non-local additional crews may require a different pricing structure. This adjusted pricing structure shall be submitted as part of the bid.
- D. Capability to provide augmented quantities of mobile/portable equipment systems.

NOTE: The quality of responses and commitments in this area will be factored into the overall consideration process for awarding of this contract.

Emergency plans must be submitted with a bid in order for the bid to be considered further.

4.17 Bid will be awarded to the vendor offering the lowest net cost to the City who meets or exceeds all specifications. The City reserves the right to award to primary, secondary, or tertiary bidders if the City deems to be in its best interest.

4.18 The City has the right to add or remove services, as deemed necessary.

4.19 The successful bidder(s) shall be prepared to provide an annual, or as requested, digitally formatted (Microsoft Word is preferred) maintenance history of all equipment service/repairs under this contract to include labor time sheets, vendor purchased parts receipts, and other costs associated with services provided for City of Savannah auditing if deemed necessary by the City.

4.20 This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after on December 31, 2019. This agreement may be renewed for up to three additional twelve month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

5.0 General Conditions

- 5.1 The bid response shall include all documents required in the bidder's checklist.

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

- 5.2 Copies: One unbound, printed and signed original and one identical, printed copy of the bid must be submitted in response to the bid.

- 5.3 This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after on December 31, 2019. This agreement may be renewed for up to two additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

- 5.4 Original invoices should be sent to:

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

- 5.5 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.

- 5.6 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

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

- 5.8 This contract will be awarded to the vendor(s) offering the lowest net price to the City, and meeting or exceeding all specifications herein. The City reserves the right to award all, some, or none of this contract as deemed advantageous. The City reserves the right to award to the overall lowest, responsive bidder or the lowest responsive, responsible bidder by line item. The City reserves the right to award to a primary, secondary and tertiary vendor if deemed advantageous.

EXCEPTION SHEET

Event #6931

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
301 West Oglethorpe Avenue
2nd floor
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 6931

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.

A – ROUTINE PLANNED MAINTENANCE

ITEM NO.	DESCRIPTION	NUMBER OF GENERATORS	ESTIMATED QUANTITY OF ANNUAL SERVICES PER GENERATOR	TOTAL QUANTITY OF SERVICES (COLUMN C x COLUMN D)	UNIT PRICE PER SERVICE	TOTAL
1	I & D 6183 HWY 21 N Port Wentworth Ga. 31415- Scheduled Maintenance Level I	10 Generators	11 Services	110 Each		
2	I & D 6183 HWY 21 N Port Wentworth Ga. 31415 Scheduled Maintenance Level II	10 Generators	1 Service	10 Each		
3	President Street Plant 1400 E. President St. Savannah, Ga. 31404 Scheduled Maintenance - Level I	1 Generator	11 Services	11 Each		
4	President Street Plant 1400 E. President St. Savannah, Ga. 31404 Scheduled Maintenance - Level II	1 Generator	1 Service	1 Each		
5	Georgetown 14 Beaver Run Dr. Savannah, Ga. 31419 Scheduled Maintenance- Level I	1 Generator	11 Services	11 Each		
6	Georgetown 14 Beaver Run Dr. Savannah, Ga. 31419 Scheduled Maintenance- Level II	1 Generator	1 Service	1 Each		
7	Crossroads 165 Gulf Stream Rd. 31415 Scheduled Maintenance - Level I	2 Generators	11 Services	22 Each		
8	Crossroads 165 Gulf Stream Rd. Savannah, Ga 31415 Scheduled Maintenance - Level II	2 Generators	1 Service	2 Each		
9	11015 Largo Dr. Savannah, Ga Savannah G. 31419 Scheduled Maintenance - Level I	1 Generator	11 Services	11 Each		
10	11015 Largo Dr. Savannah, Ga Savannah G. 31419 Scheduled Maintenance - Level II	1 Generator	1 Service	1 Each		

TOTAL BID FOR A – ROUTINE PLANNED MAINTENANCE \$ _____

B - REPAIRS				
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
11	Repair Labor Straight Time	1000 Hours		
12	Repair Labor Overtime	500 Hours		
13	Repair Parts = \$40,0000.00 + (\$40,000.00 x ____ %Markup)	1 Lot	N/A	

Please specify your percent markup _____ %

TOTAL BID FOR B – REPAIRS \$ _____

TOTAL BID (Table A and Table B) \$ _____

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 \$

=====

WHAT ARE YOUR NORMAL HOURS OF OPERATION? _____

ARE YOU ABLE TO MEET ALL INSURANCE REQUIREMENTS LISTED IN THE SPECIFICATIONS? _____

HAVE YOU SUBMITTED STAFF PERSONNEL QUALIFICATIONS? _____

HAVE YOU SUBMITTED YOUR EMERGENCY PLANS? _____

DO YOU HAVE THE REQUIRED INSURANCE? _____

PLEASE THE INDICATE THE LOCATION OF THE SERVICE DEPARTMENT/REPAIR SHOP:

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

Please Print Name

Authorization Signature

Date

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

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

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

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

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

* * * * *

Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

Affidavit Verifying Status for City of Savannah Benefit Application

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

***Instruction for Completing Systematic Alien Verification
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.