

**LEASE PROPERTY – LIBERTY STREET LOT
EVENT NO. 6747**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to send out a Request for Proposals to lease the Parking Lot located at the corner of Martin Luther King, Jr. Boulevard and a portion of former Liberty Street Currietown in Savannah, Chatham County, Georgia (See Attachment A & B). Electronic submissions will not be accepted for this proposal.
- 2.1 Scope of Services:** The City currently owns the parking lot located at the corner of Martin Luther King, Jr. Boulevard and a portion of former Liberty Street Currietown in Savannah, Chatham County, Georgia. The City is proposing to lease the above said parking lot for a term to be negotiated between the winning proposal and the City of Savannah. The proposer shall use the premises for a customer and/or employee parking lot in connection with adjacent business(s). The City of Savannah reserves the right to adjust rental rate and to negotiate other changes to the lease as deemed appropriate or necessary.

The City of Savannah will tender the lot as is and the bidder shall also accept the lot as is. The proposer understands that the City will not provide rental credit nor shall the City compensate the proposer for landscaping, irrigation systems, or any such related costs. The proposer shall be responsible for repairing and maintaining the lot during the term of the lease. This shall include curbs and gutters within the lot and shall be maintained in a way that is approved by the City. The proposer shall bear all costs related to said maintenance and repairs.

The proposer shall be responsible for landscaping and all costs associated with landscaping of the lot during the duration of the lease as approved by the City of Savannah. While the City of Savannah shall be responsible for maintaining existing trees on the lot, the proposer shall be responsible for the protection of the tree on the lot from injury and damage. If any such damage shall occur, the proposer is responsible for repairing or replacing the trees from damage by the proposer, agents of the proposer, employees, servants, and guests. A maximum of two (2) signs will be allowed on the lot. Signs must conform to the City of Savannah's Sign Ordinance. The color, design, and locations of such signs shall be approved by the City before installation. In addition, a towing enforced sign, which conforms to City and State requirements may be placed at the entrance to the parking lot. The city reserves the right to place signs on the premises as appropriate.

The proposer is prohibited from constructing or placing any stand, booth, display, tent, building, or any other structure on the premises, either permanently or temporarily, and from conducting or allowing to be conducted any exhibition, circus, carnival, or other events.

The proposer understands that it will be responsible for obliging by all of the rules set above and all additional rules that will be established in the lease to be signed by City of Savannah

officials and the awarded proposer. Upon notice of award, the successful proposer will be provided thirty (30) calendar days to finalize negotiations and execute a Lease Agreement and any other related agreements with the City of Savannah. If the parties cannot finalize mutually agreeing documents and execute them within this timeframe, then the City of Savannah retains the right to terminate negotiations with the proposer.

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

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Detailed description of all capabilities as requested
- c) Fee Proposals per instructions in Section III signed by responsible party. Fee proposals shall be in a separate, sealed envelope. Fee proposals or references to fees shall not be included in the body of the proposal. Inclusion of fees in the body of the proposal may be grounds for rejection of that proposal.

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

- a) Proposer's prior lease/rental history *(25 points)*
- b) Proposed yearly rental to be paid to the City *(50 points)*
- c) References *(20 points)*
- d) Local vendor (As defined in the City of Savannah's ordinance) *(5 points)*

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

2.4 Copies: One unbound, printed and signed original and six (6) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined. Fee proposals should not be included anywhere in the body of proposals.

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

2.6 **Local Vendor Definition**

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

- a) The bidder or business must operate and maintain a headquarters, distribution point, division, office, or locally-owned franchise with a physical address within the corporate limits of the city, and
- b) The bidder or business must, at the time of bid, proposal, or quotation submission, have a current city business tax certificate issued by the City for at least one (1) year prior to the issuance of the requested competitive quote, bid, or proposal by the city (a post office box or temporary office shall not be considered a place of business);
- c) The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor/vendor must perform a distinct element of work for which the business owner has the skills, qualifications, and expertise, as well as the responsibility for the actual performance, management and supervision of the work for which he/she has been contracted to perform.

2.7 **Qualifications:** Each proposer shall submit a prior lease(s) or rental(s) history.

2.8 **Schedule:** Each proposer shall submit a proposed time schedule for the project.

2.9 **Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. Fee proposals shall be in a separate, sealed envelope. Fee proposals or references to fees shall not be included in the body of the proposal. Inclusion of fees in the body of the proposal may be grounds for rejection of that proposal.

2.10 **Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in the cover letter, in order for proposals to be considered.

SECTION III

FEE PROPOSAL

*****PROPOSALS MUST BE SUBMITTED ON THIS FORM IN A SEPARATE, SEALED ENVELOPE*****

- PLEASE REGISTER AS A CITY SUPPLIER AT WWW.SAVANNAHGA.GOV.
- ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT.
- DUE TO THE NATURE OF THIS EVENT, ELECTRONIC PROPOSAL SUBMISSIONS WILL NOT BE ACCEPTED.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Lease Property – Liberty Street Lot, RFP Event # 6433 and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.2 and 2.10 of this RFP.

Monthly Lease \$ _____ X 12 = \$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

EMAIL: _____

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

Please Print Name

Authorization Signature

Date

CONTRACTOR AFFIDAVIT AND AGREEMENT

Employment Eligibility Verification

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

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

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

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

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Instructions for Completing Contractor Affidavit and Agreement Form

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

Affidavit Verifying Status for City of Savannah Benefit Application

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

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

OR

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

OR

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

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

Signature of Applicant:

Date

Printed Name:

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

* _____
Alien Registration number for non-citizens.

Notary Public

My Commission Expires:

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

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

Attachment A

SAGIS iMap Viewer



Attachment B

SAGIS iMap Viewer

