

**Event No. 7071 – LOT CLEARING
Bidder’s Checklist – Envelope 1 Requirements**

This checklist shall be attached to the outside of Envelope 1 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.

Electronically submitted bids, if allowed, do not require this checklist. Please see event summary online to determine if electronic responses will be accepted.

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

Envelope 1 must contain the following documents:

Initials	Document
	Section 1310 – Disadvantaged Business Employment Provisions
	Non-Discrimination Statement
	Proposed Schedule of DBE Participation
	Good Faith Effort Form and Log (if applicable)

By signing below, bidder is attesting that all items listed in the checklist above have been included in Envelope 1.

Signature: _____ Date: _____

**Event No. 7071 – LOT CLEARING
Bidder’s Checklist – Envelope 2 Requirements**

This checklist shall be attached to the outside of Envelope 2 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 2 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
	Hire Savannah Agreement
	Certifications/Licenses
	Insurance
	Any Other Requirements as Stated in the Specs

By signing below, bidder is attesting that all items listed in the checklist above have been included in Envelope 2.

Signature: _____ Date: _____

LOT CLEARING

EVENT NO. 7071

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 **Sealed bids for lot clearing services will be received from Bidders by the City of Savannah in the office of the Purchasing Director, second floor, 301 West Oglethorpe Ave, Savannah, GA 31401 until 1:30 PM on May 7, 2019. Those bids found to be in compliance with the LDBE Provisions shall be opened and read aloud at 1:30 PM on May 14, 2019. No electronic responses will be accepted.**

The purpose of these specifications is to describe requirements for lot clearing services for properties within the City of Savannah.

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 mandatory 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 **Scope of Services**

Clearing services shall include the following:

- 4.1.1 Cut, remove, and properly dispose from vacant lots and vacant building properties all vegetation and debris, including such items as appliances, furniture, household items, tires, discarded construction or building materials, or other discarded debris in violation of the City code, including previously cut trees, small fallen trees, fallen tree limbs, and other leafy material or objects not a part of land existing at random or in disorderly manner and constituting a health or safety hazard. All of the identified property is to be cleaned up to the curb or lane. Trash and litter shall mean any debris within the grounds maintenance project area including, but not limited to, paper, plastic, cans, bottles (including broken glass), cardboard, rags, bottle tops, limbs, and branches. The contractor(s) shall not discharge grass, weeds, or debris onto a street, sidewalk, driveway, lane, and/or right of way. Cut grass and debris that falls or is thrown by equipment upon the pavement, streets, curb and gutter, sidewalk, driveway, lane, or adjacent properties through the action of the work crew, shall be removed prior to leaving the project area. Hedges and bushes shall be trimmed back to three feet height to expose the structure. No accumulated debris may be left by the contractor on or near assigned lots, lanes, public right of way, unauthorized trashcan, or dumpster. All abandoned/derelect vehicles on a vacant lot shall be referred to the Code Compliance Department for removal.
- 4.1.2 Mowing, edging, and trimming: All areas shall be mowed with sharp mower blades at all times to provide a quality cut to a height no greater than three-inches. Clippings will be left on the lawn as long as no readily visible clumps remain on the grass surface 36 hours after mowing. Otherwise, large clumps of clippings shall be distributed by mechanical blowing or collected and removed by the contractor. Sidewalks, fences, driveways, and other surfaced areas bordered by grass will be edged. The contractor will clean all clippings from sidewalks, driveways, lanes, curbs, and roadways immediately after mowing and/or edging. Clippings shall not be swept, blown, or otherwise disposed of in streets, lanes, or sewer drains. All of the identified property is to be cleaned up to the curb or lane, to include any vegetation or debris that abuts the assigned property. No accumulated debris

may be left by contractor(s) on or near assigned lots, lanes, public right of way, unauthorized trash can, or dumpster.

- 4.1.3 For undeveloped lots, vegetation and underbrush shall be cut only if within 150 feet from any building, structure, recreational area (not including the width of any intervening street), or within 125 feet from a street right of way, unless otherwise directed to a height not greater than three inches.
- 4.1.4 Injury to property or any surrounding property shall be reported immediately to the Code Compliance Department.
- 4.1.5 All work is to be completed within 72 hours from date contractor is notified to proceed. Weekends are included in this 72 hour window. City holidays are excluded.
- 4.1.6 The contractor(s) shall take color digital photos of the front, side, and rear of all property immediately prior to beginning work and again immediately after the work has been completed. The dates on the photos must be the same. Large projects requiring more than one day to complete should have photos of interim stages to document the need for additional time. Photographs must include a fixed object that can be used to identify the property. The same fixed objects must appear in both the before and the after photos with the same angle and scale. The Code Compliance Department case number and property identification number (PIN) of the photographed lots must be displayed on the initial before-and-after photograph, followed by the photos depicting the lot. The dated photos will be turned into the technician with the completed work package. Photos provided to the technician will be no smaller than three-inches by five-inches, and the date/time stamp must be clearly visible. It is the contractor's responsibility to provide a digital camera capable of at least 12 mega pixels with image resolution of 1280 by 1224 that adds date stamp on the face of picture. Handwritten date/time on the photograph will not be accepted.
 - A. Measuring implements: A measuring device approved by the Code Compliance Department must be used in photographic evidence to clearly distinguish the height of the grass/weeds on the parcel to be mowed.
 - B. Printer: The contractor shall be required to have access to a high capacity color printer capable of 200 imprints.

4.2 Detailed Specifications

- 4.2.1 The contractor must have preferably three years of similar commercial and/or government experience (see Attachment 1). Experience must include being the owner/operator or manager of the business while doing the contracted work. Attachment 1 must be included in the bid response in order for a bid to be considered.
- 4.2.2 The contractor shall provide all materials, labor, tools, equipment, supervision, utilities, insurance, and consumables to complete the projects as specified below.
- 4.2.3 The City of Savannah will provide a list of sites to be cleared. The contractor will be assigned this list of sites. Upon completion and approval of the assigned list, the contractor(s) may be assigned a new list of sites. The contractor(s) must be able to accurately locate lots by Parcel Identification Number (PIN) within the City of Savannah.
- 4.2.4 The City reserves the right to quote/bid large or time-sensitive projects at its sole discretion.

4.3 Invoices

- 4.3.1 Payment for work performed will be made when the Code Compliance Department is satisfied that all properties in the contractor's assignment package meet the above specifications. The contractor

will be allowed a maximum of 48 hours to correct any deficiencies identified by the Code Compliance Department. Invoices for clearing shall be mailed or delivered to the City of Savannah Code Compliance Department within two working days following completion of clearing services. All invoices shall include PIN, property address, cutting date, and price per lot packet.

4.3.2 If a completed job does not meet contractual standards and the correction is not made within the 48 hour timeframe, the job will not be paid.

4.3.3 Anything received later than this date is subject to the discretion of the Code Compliance Department for payment.

4.4 The bid proposal form presents categories of lots grouped according to ranges of total square feet of lot size minus the size of structures on the property (to include the primary structure and detached garages, carports, storage units, shacks, etc.) within that category with a possible add-on fee if excessive debris removal is required. The majority of the lots assigned for cutting by the City will be in the medium category ranging from 1,001 to 3,000 square feet.

4.5 Debris shall be defined as debris, including such items as appliances, furniture, household items, tires, discarded construction/building materials, or other discarded debris in violation of the City code, including previously cut trees, small fallen trees, and fallen tree limbs and other leafy material or objects not a part of land existing at random or in disorderly manner and constituting a health or safety hazard.

4.6 The base price must include the removal of clippings, tree limbs, and other vegetation generated from the normal cutting of the lot. Please refer to Attachments A, B, and C for debris size examples. Where lots contain excess debris, the add-on fee is provided to cover the additional work requirements of the debris removal and must be verified and approved by the Code Compliance Department prior to the work being performed. (Excess debris is to be determined by supervisor inspection either prior to, or upon discovery while the work is taking place.)

4.7 References

Vendors are required to include in bid, a minimum of three references including company name, contact person, and phone number for whom he has completed contracts with a similar scope of work (see Attachment 1). Attachment 1 must be included in the bid response in order for a bid to be considered.

4.8 Equipment Requirements

The contractor awarded this contract must have sufficient equipment to meet the service demands during peak seasonal periods. At a minimum, the following equipment should be available at all times. Proof of ownership, valid purchase agreement, or valid rental agreement on all specified equipment must be provided as part of this qualification process.

Vendors must include in bid, a list of equipment owned/leased and must make equipment available for review upon request (see Attachment 2). Attachment 2 must be included in the bid response in order for a bid to be considered.

4.8.1 Small Equipment

1. 1 each – Wheel measuring device
2. 2 each – Weed-eater type line trimmers
3. 2 each – Push-type mowers with industrial/commercial engines
4. 2 each – Brush ax
5. 2 each – Swing blades
6. 1 each – Digital camera with 12 megapixels and image resolution of 1280 by 1224, with the ability to date stamp the face of the picture
7. 1 each – Printer (personal or accessible)

8. The successful contractor will be required to have a surveyor's distance wheel, available from a surveyor's equipment supplier.

4.8.2 Heavy Equipment

1. 2 each – Commercial tractors capable of pulling a bush-hog (40 horsepower at minimum)
2. 2 each – Bush hogs with four foot to five foot diameter cutting area
3. 1 each – Tilt trailer

4.9 The listed equipment is the minimum required. The contractor must have sufficient equipment and manpower to handle the volume of work required

4.10 The City reserves the right to award to a primary, secondary, and tertiary contractors. During the term of the contract, the City will call on the secondary and tertiary contractors only when it is determined that the primary contractor is unable to start or complete services as stated in the specifications. If, during the term of the contract, any or all awarded contractors default and/or are terminated, the City reserves the right to award this contract to subsequent bidders if terms, rates, and conditions remain the same.

4.11 Insurance Requirements

This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein. The City reserves the right to award this contract to multiple bidders and/or to award primary, secondary, and tertiary vendors if it is deemed to be in the City's best interests.

4.11.1 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

4.11.2 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

4.11.3 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

4.11.4 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.

4.11.5 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.

4.12 This is an annual contract and prices are to be held firm. The first term shall begin on the date of the award and end on December 31, 2019. All renewal options if exercised shall begin on January 1st and shall end on December 31st of each subsequent year. This agreement may be renewed up to four additional twelve month periods, if all contracting parties so agree and services by the vendor have been satisfactory.

4.13 Satisfaction of LDBE Goals; Good Faith Effort

The process by which the City determines whether an Offeror has met the City's LDBE goal is set forth in the guidelines below:

- a. A bid shall be considered non-responsive unless a bidder meets either the LDBE goal established for the contract or demonstrates good faith effort to meet the LDBE goal.
- b. In order to meet the LDBE goal of a solicitation, a bidder entity must submit the following information:
 - i. The names and addresses of each LDBE that will participate in the contract;
 - ii. A description of the work that each LDBE will perform;
 - iii. The percentage of the contract value that each LDBE will receive.
 - iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each LDBE whose participation the bidder submits to meet the contract goal;
and
 - v. Written confirmation, in a form acceptable to OBO, from each LDBE that it will participate in the contract as indicated by the bidder.
- c. The bidder should submit the above information as follows:
 - i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
 - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after OBO notifies the bidder that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.
 - i. A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.
 - ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified LDBEs (or LDBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the LDBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of LDBEs.

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

4.14 Hire Savannah Program Participation

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

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

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

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 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.

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.

5.6 All bids must be submitted in **DUPLICATE**.

EXCEPTION SHEET

Event #7071

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 Division
301 W. Oglethorpe Ave
2nd floor, Traub Room
Savannah, Georgia 31405
ATTN: Purchasing Director

EVENT NUMBER: 7071

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	BASE PRICE
1	UP TO 1,500 SQ. FT.	
2	1,501 – 4,000 SQ. FT.	
3	4,001 – 7,000 SQ. FT.	

Total Lines 1 – 3 \$ _____

ITEM NO.	EXCESSIVE DEBRIS REMOVAL FEES	BASE PRICE
4	Small Amount of Debris (per Attachment A)	
5	Medium Amount of Debris (per Attachment B)	
6	Large Amount of Debris (per Attachment C)	

Total Lines 4 – 6 \$ _____

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 \$ _____

DO YOU HAVE THE REQUIRED INSURANCE? _____

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 1 WITH YOUR BID?

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 2 WITH YOUR BID?

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

COMMERCIAL AND/OR GOVERNMENT EXPERIENCE VERIFICATION

Attachment 1

In the space below, list references dating back preferably three years of similar commercial and/or government experience per sections 4.2.1 and 4.7. Attachment 1 must be included in the bid response in order for a bid to be considered.

1. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

2. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

3. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

4. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

5. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Dates services provided: _____

EQUIPMENT REQUIREMENTS

Attachment 2

In the space below, list the equipment that will be used for this contract, per Section 4.8. Attachment 2 must be included in the bid response in order for a bid to be considered.

Small Equipment:	Quantity	Year, Make & Model Owned
Wheel measuring device		
Weed-eater type line trimmers		
Push-type mowers with industrial/commercial engines		
Brush ax		
Swing blades		
Map Book		
Surveyor's distance wheel		
Heavy Equipment:		
Bush hogs with a 4' - 5' diameter		
Commercial tractors capable of pulling a bush-hog (40 horsepower at minimum)		
Flat bed or heavy axle dump truck		

SECTION 01310
LOCAL 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 20% DBE goal for this project of which, at least 10% must be met by a Local DBE.

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

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

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

Suggestions to help meet the goal:

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

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

The contractor is required to fulfill any DBE utilization commitments made unless good cause is

demonstrated for any failure to fulfill such commitment. **Written approval is required prior to any substitution.**

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

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

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

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

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

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

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

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

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

NON-DISCRIMINATION STATEMENT

The prime contractor / bidder certifies that:

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

Signature

Title

PROPOSED SCHEDULE OF LDBE PARTICIPATION

Any LDBE 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 LDBE 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 LDBE certification or an application for LDBE certification under review but has not been certified is not qualified as a certified LDBE and will not be recognized as such during the City's evaluation process.

Name of Bidder/Proposer: _____ Bid No. _____

Project Title: _____.

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

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

The undersigned will enter into a formal agreement with the LDBE 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 LDBE participation or if your LDBE participation is less than the City's project goal, you MUST complete this form.

If the bidder's method of compliance with the LDBE 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 LDBE or non LDBE.

(Use additional sheets, if necessary)

List of:
Subcontracting Opportunities

List of:
Supplier Opportunities

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

_____ Yes

Date of Listing ____/____/

_____ No

Source_____

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

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

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

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

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

HIRE SAVANNAH AGREEMENT

Event #:		Event Name:	
Bidder/Proposer Name:			

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

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

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

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

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

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

Company Name: _____

Company Address: _____

Company Official/Representative: _____

Position Title: _____

Authorizing Signature: _____ Date: _____

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

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

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

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

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

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.