



**Event No. 7356
EMERGENCY STANDBY POWER SYSTEM FOR LIFT
STATION NO. 14**

Bidder's Checklist – Envelope Requirements

This checklist shall be attached to the outside of the 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.

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 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

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

Signature: _____ Date: _____



EMERGENCY STANDBY POWER SYSTEM EQUIPMENT (ESPS) FOR LIFT STATION # 14

EVENT NO. 7356

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for emergency standby power system equipment to include equipment features, technical labor services, operator training/familiarization, final acceptance, and demonstration criteria/commissioning for the equipment to be purchased.

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.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 305 Fahm Street, 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 This contract shall encompass, but not be limited to; requirements for providing necessary equipment, technical labor services, operator-level operation and maintenance training, and final commissioning of ESPS equipment purchased for City of Savannah Lift Station No. 14.

- 4.2 Site and Power System General Description

4.2.1 The site is a National Electric Code (NEC) standard location with no extraordinary environmentally hazardous concerns beyond those normally associated with a raw sewage pumping/transfer station located within an urban environment. The site employs multiple electrically-powered pumping systems with associated controls, telemetric alarm and status reporting systems, odor control systems, and other systems such as environmental controls and lighting. The various sub-system controls are configured such that they may work automatically (unattended) or manually with operator(s) present as operational necessities require. Under normal conditions the station is unmanned and performs its function 24/7 year round.

4.2.2 The emergency standby power system shall be a stand-alone ESPS as defined by NFPA 110 which shall automatically assume the electrical load of its associated site in the event of an unacceptable condition of the normal utility power source. The ESPS shall be capable of providing acceptable electrical power to the station for a minimum of 36 continuous hours without refueling. The system shall automatically return the station electrical load back to the utility power source upon that source resuming acceptability; and then resume its standby-ready condition.

4.3 Supplier Qualifications

- A. All system equipment and material shall be supplied by a certified representative of an Original Equipment Manufacturer (OEM).
- B. The OEM shall be a manufacturer that has been regularly engaged in the production of engine-driven alternator power generator sets, automatic transfer switchgear, and associated controls for a minimum of 20 years.
- C. Appropriate brochures/descriptive literature describing the OEM business shall be submitted with the proposed bid.
- D. An OEM certified service center shall be located no more than 25 miles from the site of the equipment installation in order to ensure that an acceptable source of repair parts, service supplies, technical services, and etc. is readily available.

4.4 The bid offer shall include, but not be limited to, a minimum of one copy of each of the following:

- A. Generator set specification sheet(s).
- B. Emissions certification(s).
- C. Switchgear specification sheet(s).
- D. Sound data.
- E. Standard warranty statement.
- F. One complete set of user level operating and maintenance manuals in printed form.
- G. One complete set of each item of equipment repair parts listing(s).

4.5 Regulatory Standards/References

- A. NFPA 110
- B. NFPA 70
- C. U.S. EPA Standard 40 CFR 89
- D. NEMA Publication 250-2008
- E. Georgia Power Blue Book
- F. City of Savannah Standard Specifications

4.6 Equipment Description

4.6.1 Engine-Generator Set

- A. The prime mover engine shall be diesel powered with an on-board battery charging alternator, OEM specified spin-on fuel, oil, and (as required) coolant filters, dry-element air cleaner, and an integral set-mounted radiator cooling system.
- B. The prime mover engine shall be certified to comply with U.S. EPA Non-Road Source Emissions Standards 40 CFR 89.
- C. The main alternator shall be a brushless, four pole, and revolving field type with the rotor coupled to the prime mover by means of an integral flexible disc design.
- D. Cooling of the main alternator shall be accomplished by an integral direct-drive centrifugal blower assembly.
- E. Excitation shall be accomplished by one of the two methods listed below:
 - A permanent magnet (PMG) sub-system for all units sized at 30 KW or larger.
 - An integral PMG excitation **or** an integral excitation system designed and constructed such that an integral excitation boost function working with a torque-matching type automatic voltage regulator (AVR) provides supplementary excitation power in response to the application of large

electrical load(s); resulting in the minimization of generator output voltage dip amplitude and duration which shortens output recovery time for units sized below 30KW.

NOTE: No other forms of excitation will be acceptable.

- F. The main alternator shall be designed and constructed as a broad-range, 12-lead, field re-connectable unit capable of producing the voltage outputs listed below as a minimum:
 - 1. Four-wire, 3-phase 115/208 VAC to include neutral.
 - 2. Four-wire, 3-phase 120/240 VAC to include neutral.
 - 3. Four-wire, 3-phase, 277/480 VAC to include neutral.
- G. The generator set shall meet or exceed all Emergency Standby ISO standards.
- H. The generator set-mounted control shall have the below-listed features at a minimum:
 - 1. The control panel shall be in a NEMA 3R standard enclosure as defined in NEMA Publication 250-2008.
 - 2. Integrated isochronous governing and fuel control in accordance with ISO 3046, AS 2789, DIN 6271, and BS 5514 standards.
 - 3. An integrated 3-phase sensing voltage regulator system with automatic single and three-phase fault regulation.
 - 4. Integrated AC protective functions to include over/under voltage, short-circuit, over-current, and overload protective warning and shut-down features.
 - 5. An integrated engine management system to include configurable cycle-cranking functions and configurable start sequencing.
 - 6. A comprehensive warning and shut-down system to include configurable warning and shut-down conditions for protection of the unit.
 - 7. An integral output AC load circuit breaker.
- I. The generator set weather-protective housing shall have the below-listed features at a minimum:
 - 1. It shall be constructed of low-carbon hot rolled steel or equivalent structural aluminum material.
 - 2. Stainless steel assembly and mounting hardware.
 - 3. A sufficient number of recessed and hinged doors which are field removable, latching, and equipped for standard padlocks which allow ready access to all service points of the enclosed generator set.
 - 4. The enclosure shall be constructed such that an open space exists for installation of electrical conduit(s) consistent with generator set entry points where external wiring will be routed.
 - 5. The enclosure shall have factory-applied weather and corrosion resistant paint in the OEM's standard color scheme.
 - 6. The enclosure shall be designed and constructed such that it may be mounted directly onto the generator set skid-base and/or sub-base fuel tank with stainless steel hardware.
 - 7. The enclosure shall be certified to withstand a sustained wind velocity of 150 miles per hour or more.
 - 8. The enclosure shall be constructed and certified such that sound pressure emitted by the generator set at seven meters in a "free field" environment does not exceed the levels listed in paragraph 4.7D below depending on the generator set location parameters when the generator is operated at 100% of its rated load capacity.

4.6.2 Fuel Storage Tank

- A. The fuel storage tank shall be a sub-base style with sufficient capacity to operate its associated generator set at 100% of its rated load for 36 continuous hours without refueling.
- B. The fuel tank shall be of double-walled design with a rupture basin compliant with NFPA 37 and UL 142.
- C. The tank shall be equipped with UL listed venting devices, a rupture basin leak detection device, fuel filler tube with pad-lock accepting cap, and a fuel level indicating device (fuel gauge). (Note: All of these devices shall be mounted in threaded penetrations in order to facilitate in-the-field replacement as necessary).
- D. The tank shall be equipped with threaded penetrations into which appropriate fittings may be installed by field personnel for fuel supply and return lines to/from the prime mover (size to be as recommended by the engine OEM.)
- E. The tank shall be manufactured such that it may be secured to a concrete pad with “ramset” style concrete anchors and associated stainless steel hardware. The tank anchor points shall be designed such that the tank rupture basin bottom is a minimum of ¾ inches above the mounting surface so that air circulation may mitigate moisture accumulation on the bottom.
- F. The tank shall be equipped with vibration shock pads or spring isolators to be installed between its bottom mounting points and its mounting pad surface.
- G. The tank shall be constructed such that its associated generator set may be securely mounted on top of it using stainless steel hardware.
- H. The tank shall be constructed such that a clear space matching that of the generator set and housing exists for electrical conduit(s) and etc. This space shall be accessible by way of removing a bolted-on access plate cover. Note: A small hand-hole access area shall not be acceptable.
- I. The exterior of the tank shall be coated (painted) with a polyuria-type sealer (Herculiner truck bed coating is recommended) or the equivalent in addition to the corrosion resistant paint in order to provide additional protection against corrosion.
- J. The fuel tank shall be supplied with the below-listed accessory items:
 - Appropriate flexible fuel lines and associated fittings, clamps, and etc. required by the engine.
 - An appropriately sized loss-of-prime preventer device (check valve) for the engine fuel supply line.
 - Other fittings and devices deemed necessary for interconnection of the tank and generator set.

4.6.3 Ancillary Equipment

- A. The generator set shall be equipped with an engine coolant heater assembly sized as recommended by the OEM to assist with rapid engine starting and stabilization. NOTE: Engine block immersion style heaters shall not be acceptable.
- B. The generator set shall be equipped with an NFPA 110 compliant starting-battery charger-maintainer mounted inside the generator set enclosure such that it is easily accessible for maintenance and the reading of meters/displays on its front panel. The charger enclosure shall be rated NEMA 3R or better. SENS “MicroGenius2” Model # M3-22-1210-A is recommended.
- C. The coolant heater assembly shall be equipped with a six-foot long power cord configured with a NEMA 5-15P (120 VAC) or NEMA 6-20P (240 VAC) plug as applicable.

- D. The battery charger-maintainer shall be equipped with a six-foot long power cord configured with a NEMA 5-15P plug and a six-foot long SOW 2-14 DC output cable.
- E. The generator set shall be equipped with the OEM recommended exhaust system compatible with the site location sound emitting characteristics.
- F. The generator set shall be equipped with the OEM recommended lead-acid starting battery(s) and associated cabling.

4.6.4 Automatic Transfer Switch. The automatic transfer switch (ATS) shall have the features listed below as a minimum:

- A. The automatic transfer switch shall be a three-pole, double-throw device with integrated mechanical-lug wire termination points for all three phases, full-current neutral wiring, and earth ground bonding. The ATS shall be capable of both automatic and safe end-user manual operation.
- B. The ATS mechanism shall be constructed as a power-contactor type. NOTE Circuit breaker or molded case switch type mechanisms shall not be acceptable.
- C. The ATS operating mechanism shall be of open transition (break-before-make) design with both mechanical and electrical interlocking features which preclude connecting the load to more than one power source at a time.
- D. The ATS shall be equipped with a manual operating capability suitable for safe end-user operation.
- E. The ATS transfer mechanism shall be designed and constructed such that three (3) distinct positions exist with respect to the load. These positions shall be:
 - Load connected to the primary (utility) power source.
NORMAL
 - Load disconnected from all power sources.
INTERMEDIATE
 - Load connected to the emergency (generator) power source.
EMERGENCY
- F. The ATS transfer mechanism shall be designed and constructed such that the end-user may safely place it in any one of the three positions cited above with the control set for manual operation and it will remain in that position unattended until it is manually placed in another or the control is set for automatic operation.
- G. The ATS shall be rated for continuous operation of the “NORMAL” and “EMERGENCY” power service as required by NFPA 70, Article 700.
- H. The ATS shall be housed in a NEMA Type 3R or NEMA Type 4 enclosure. NOTE: Stainless Steel or other NEMA configured enclosures shall not be acceptable.
- I. The ATS mechanism and control shall be designed and constructed such that it may be programmed to pause in the INTERMEDIATE position for a programmed time period during actual transfer of the load from one power source to the other in AUTOMATIC MODE.
- J. The ATS shall be 100% compliant with the following references:
 - UL 1008.
 - NFPA 70.
 - NFPA 110.
 - NEMA ICS 10.
 - IEEE 446.
- K. The ATS shall be equipped with arc chutes to cool and quench arcing with barriers to prevent inter-phase flash over.

- L. The ATS shall be equipped with a minimum of two sets of dry C-Form contacts which shall be suitable for remote monitoring of which power source is connected to the load by way of external wiring. These contacts shall be rated for 10 AMPS at 250 VAC minimum and shall be readily accessible at terminal strip points for easy field wiring.
- M. The ATS main power contacts shall be manufactured of high pressure silver alloy in order to resist burning and pitting; thus extending their expected service life.
- N. The ATS control shall be equipped with the end-user adjustable time delay functions listed below:
 - Time delay for generator engine start.
 - Time delay for starting normal to emergency transfer.
 - Time delay while load is disconnected from all power sources.
 - Time delay for starting emergency to normal transfer.
 - Time delay for engine cooldown.
- O. The ATS control shall be equipped with a user-programmable exerciser function which allows programming of exercise start and stop times, length (in minutes) of the exercise period, day of the week to exercise, single weekly or multiple exercise days, transfer or not-transfer during the exercise period, and a manual override function to initiate or terminate an exercise event which does not require any special software or tooling.
- P. The ATS integrated control shall have the additional features/functions listed below:
 - Voltage sensing of all NORMAL power source phases with user-adjustable pick-up and drop-out points.
 - Voltage sensing of at least one phase of the EMERGENCY power source with user-adjustable pick-up and drop-out points.
 - Control push-buttons and/switches which will initiate or terminate a system test as desired and to override selected time delays.
 - Front panel display/displays which at a minimum:
 - a. Indicate Power source(s) available and acceptable.
 - b. Indicate which power source is connected to the load.
 - c. Indicate whether or not an exercise period is active.
 - d. Does not degrade in readability when constantly exposed to direct sunlight and weather.

4.7 Additional Instructions/Information

4.7.1 Generator Sizing

The generator set shall be sized (KW) such that when 100% of the potential site electrical load is applied to it, the ESPS is loaded a minimum of 40% of its nameplate rating and not more than 87% of its nameplate rating.

4.7.2 ATS Rating

The automatic transfer switch (ATS) shall be sized and rated to continuously and safely operate as defined in NFPA 70, Article 700 which states that the ATS shall be rated to continuously contain and sustain the full current and voltage of all power sources connected to it.

4.7.3 Generator Set Housing

With all access doors and panels of the enclosure closed, the interior of the housing shall meet or exceed the standards of NEMA Publication 250-2008 for a NEMA 3R rating.

- A. Install all necessary equipment batteries and connect associated wiring and cables as required.
- B. Activate and adjust battery charger-maintainer(s).
- C. Inspect and verify that all interconnecting wiring is properly routed, sized, terminated, and marked.
- D. Inspect and verify that all assemblies (generator set, housing, fuel tank, ATS, and etc.) are correctly mounted and assembled.
- E. Install all flexible fuel lines, fittings, and loss-of-prime preventer devices.
- F. Energize and verify the correct operation of the coolant heater sub-assembly.
- G. Prime the generator set fuel system.
- H. Start and run the generator set under no-load conditions and verify that the output voltage, frequency, and phase rotation at the ATS emergency terminals are correctly matched to the ATS normal terminals. Correct as necessary.
- I. Allow the unit to run for a sufficient time to reach normal operating temperature and verify that the engine thermostat is operating correctly.
- J. Verify that the entire system (generator set and ATS) responds correctly to a simulated failure of the normal power source.
- K. With the station powered by the emergency power source, start and run all station load devices and verify that there is no relay drop-out or other degradation of any station function due to motor in-rush effects or other anomalies of the station load devices. Stagger-starting of the station pumping systems shall be permissible under the conditions listed below:
 - 1. All single-phase loads and a minimum of one pumping sub-system shall be supplied power at load step #1.
 - 2. All remaining station loads shall then be applied one-at-a-time at no more than 10 second intervals until 100% of the station loads are applied.
- L. Test and verify the correct operation of all engine safety and alternator protective warning and shut-down functions by simulating the applicable fault condition(s).
- M. Adjust all applicable time delay functions to the end-user's requirements.
- N. Connect a resistive load bank to the emergency power source load wiring which normally terminates to the emergency load terminals of the ATS and demonstrate a successful single-step pick-up of a 100% rated load of the generator set.
- O. With the load bank connected as described above, apply 100% of the generator nameplate rating load for one continuous hour while verifying that the indicators listed below remain within acceptable limits:
 - 1. Generator set output voltage level and stability.
 - 2. Generator output frequency stability.
 - 3. Engine oil pressure.
 - 4. Engine coolant temperature.
 - 5. Engine speed stabilization.
- P. While the generator set is loaded at 100% of its rated capacity, verify that:
 - 1. There are no fluid leaks.
 - 2. There are no exhaust leaks.
 - 3. The generator emits no unusual noises.
 - 4. There are no other out-of-the-ordinary anomalies exhibited by the generator set.
- Q. Reconnect/terminate any disconnected wiring to its respective termination point and place the ESPS in automatic operation mode. Note: Minor corrections such as a

simple tightening of a hose clamp or tweaking of an adjustment shall be permitted during the acceptance process. More involved problem corrections shall result in failure of the entire procedure at the City of Savannah's discretion and will require that the procedure be processed again following corrective action at no expense to the City of Savannah.

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 #7356

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
305 Fahm Street
Savannah, Georgia 31401
ATTN: Purchasing Director

EVENT NUMBER: 7356
Business Location: (Check One)
 Chatham County
 City of Savannah
 Other

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

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

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

**DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA?
(CHECK ONE) YES: _____ NO: _____**

**FROM WHAT CITY/COUNTY _____
TAX CERTIFICATE #: _____ FED TAX ID #: _____**

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

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

ADDENDA ACKNOWLEDGEMENT

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

Signature

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

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

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Diesel-powered generator set	1 each		
2	Weather protective generator set enclosure	1 each		
3	Sub-base fuel storage tank	1 each		
4	Generator set ancillary equipment package	1 each		
5	Start-up and commissioning service package	1 each		
6	Operator Training package	1 each		
7	Automatic Transfer Switch	1 each		

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

___ Less ___ % ___ Days Prompt Payment Discount (if offered) (_____)

___ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$

=====

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____ DAYS

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

NON-DISCRIMINATION STATEMENT

The 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, and women;
- (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

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.