

SECURITY FOR CITY LOT

Event No. 6974

Bidder’s Checklist – Envelope Requirements

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

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

Envelope must contain the following documents:

Initials	Document
	Bid Proposal Form, Including Acknowledgement of Any Addenda
	Exception Sheet
	Contractor Affidavit and Agreement (Employee Eligibility Verification)
	Affidavit Verifying Status for City of Savannah Benefit Application
	Attachments
	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.

Signature: _____ Date: _____



SECURITY FOR CITY LOT

EVENT NO. 6974

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for security services for the City Lot complex located on the northeast corner of Stiles Avenue and West Gwinnett Street, Savannah, Georgia 31415.
- 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, 301 West Oglethorpe Avenue, Savannah, Georgia, 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.
- 4.1 **General Description**
- 4.2 Roving guards will be expected to cover the pre-determined perimeters, inspecting any suspicious activity, and noting on the daily log.
- 4.3 Guards will be expected to note any security violations on the part of City personnel. This should be written up on an incident report.
- 4.4 Guards shall report any physical damages to City property that might impede security (i.e., a hole in the fence, broken locks, lights out, etc.)
- 4.5 Should an incident be uncovered by City staff, the vendor shall provide a written report to the City representative within 24 hours. The report will explain why the incident was not reported by the guard and will provide any other applicable information regarding the incident.
- 4.6 The vendor will provide a two-way radios/cell phones, uniforms, flashlights, daily security reports, incident report forms, and other equipment necessary for the guards to perform the required duties as specified. All equipment provided by the vendor shall be included in the overall bid pricing. The City will not add a landline or any communication equipment in the guard shack that is not already in place.
- 4.7 All guards must have a minimum of eight hours of classroom training by State of Georgia certified instructors. This training must be reviewed the City's purchasing department or the city lot representative, before a guard is posted to any City location. Guards must be in compliance with all applicable State of Georgia regulations and must be bonded. The vendor shall include a copy of the company's security license issued by the State of Georgia.
- 4.8 Upon award of this contract, the vendor will be required to prepare a daily operating procedure for the post and complete a walkthrough with the City lot Representative. The operating procedure must be approved by the City before the commencement of services.
- 4.9 **All guards being placed on City posts must be security guard certified, drug free, and have no criminal background. The contractor and guards must be currently licensed in the State of Georgia. No firearms will be allowed on City property.**
- 4.10 Vendor must perform criminal history and background checks of all security guards and clear them prior to any City assignment. See Attachment 2, City of Savannah Standards for Background Checks. Vendor must also provide supervised drug screens of all security guards and clear them prior to any City assignment. Vendor must

notify the City of any suspicious findings prior to any City assignment. Vendor shall submit a list of all guards cleared for assignments and immediately notify the City of any changes (new hires and terminations) in personnel under this contract. Vendor shall provide proof of criminal history, background checks, and drug screens of any guards if requested.

- 4.11 The contractor must have a current business tax certificate. This must be provided in the bid package.
- 4.12 In the event additional security services are required, the contractor must provide additional guards at the same hourly rate agreed upon in this contract and at the times and locations required.
- 4.13 The successful vendor must provide professional security services as their primary livelihood and must have maintained a local office with a local telephone number within the limits of Chatham County, Georgia. The vendor must have held a City of Savannah private security business permit with no suspensions or revocations. The vendor must be in compliance with all applicable federal, state, and local regulations. The vendor must provide at least three references indicating dates of past performance. See Attachment 1. Attachment 1 must be included with the bid in order for the bid to be considered.
- 4.14 The vendor, its employees, and/or representatives must not participate in any activities which may be in conflict with the interests of the City of Savannah. The vendor must not perform any activities in the facilities serviced by this contract other than the services described herein, unless authorized by the City of Savannah. The vendor must not accept any form of compensation from any person, except the contract payment from the City of Savannah, for any services provided in any of the City locations unless authorized by the City of Savannah.

5.0 Specific Conditions

- 5.1 Security services must consist of two security guards to cover two posts Monday through Friday, between the hours of 5:00 p.m. and 7:00 a.m. 24-hour service per day is required on Saturdays, Sundays, and City holidays.
- 5.2 One of the two security guards required must be a full-time lead guard or supervisor. This person will be required to meet with the City representative on an as-needed basis to discuss any problems. The City representative will review the daily logs and contact the supervisor with any questions or concerns via phone and or email.
- 5.3 The security key ring and station clock must be picked up from the City representative's office no later than 4:55 p.m., Monday through Friday, and returned to that office at 7:00 a.m. Monday through Friday.
- 5.4 Each morning, the security key ring, and any incident reports from the previous shifts must be turned in to the City representative.
- 5.5 Prior to working any City Lot security assignment, the guard(s) should complete a site orientation and walk thru with the security company's lead guard.

5.6 Post # 1 - Main Gate - Gwinnett Street

- 5.6.1 This post will consist of one security guard between the hours of 5:00 p.m. and 7:00 a.m., Monday through Friday, and 24 hours on Saturdays, Sundays, and City holidays. **This guard must stay at the gate at all times. If the guard must leave the post, another guard must relieve the guard leaving.**
- 5.6.2 Duties of post include, but are not limited to:
 - A. Preventing unauthorized vehicles and persons from entering the City Lot.
 - B. Placing traffic control cones out at 5:30 p.m. through 6:45 a.m., Monday through Friday, and leave in place 24-hours per day on Saturdays, Sundays, and City holidays, to limit access into the City Lot through a single lane.
 - C. Maintaining a log of all authorized vehicles and persons entering and leaving the City Lot between the hours of 5:30 p.m. through 6:30 a.m. on City workdays, weekends, and holidays.
 - D. The guard must check all drivers licenses or identification of walk-ins requesting permission to enter into the City Lot.

- E. The guard must approach the vehicle from the operator's side of the vehicle and record the number of persons in the vehicle.
- F. The guard must record the tag number and/or City vehicle number for all vehicles entering or leaving the City Lot during the time period listed above. It must also be noted by the guard the tag number of vehicle number of any operators who refuse to stop or slow down at the guard post station.
- G. Personal vehicles entering must show guard a City Lot parking pass issued by the City Lot representative or they will not be allowed to enter.
- H. Make a written report of any unusual or suspicious incidents, and/or informing contractor administrator. If necessary, call 911.

5.7 Post # 2 - Foot patrol inside the City Lot

5.7.1 This post will consist of one security guard. This officer must patrol City Lot on a continuous basis between the hours of 5:00 p.m. through 7:00 a.m., Monday through Friday, and 24 hours on Saturday, Sunday, and City holidays.

5.7.2 The duties of this guard position include, but are not limited to:

- A. Patrol continuously on foot throughout the premises. Patrol routes should be varied but shall include all buildings and areas with a complete circuit made no less than two (2) times per hour. All gates and doors must be checked during each circuit. If doors are found unlocked, the guard must note it on the security log and report it to the City representative the following work day. It is the responsibility of the guard to lock any door found unlocked. Accurate logs of all activities must be recorded.
- B. Identify potential fire hazards or vehicle problems (ie. headlights on, flat tires, leaking fluids, etc.). Any findings should be recorded on an incident report.
- C. The guard must lock the Stiles (west) and Dixon (north) gates at 5:30 p.m., Monday through Friday, and unlock them at 6:30 a.m., Monday through Friday. The gates should be locked at all times Saturdays, Sundays, and City holidays. Hours for gate locking may be subject to change per the contract administrator.
- D. The guard will be responsible for securing any unlocked gates and reporting it on an incident report. All buildings should be secured by 5:30 p.m. daily except weekends or holidays. The names of anyone working after these hours must be recorded on the log sheet.
- E. The guard must observe and record any vendors making deliveries and indicate which building they are entering. Guards should not sign for any deliveries or accept any packages.
- F. The roving guard must assist and provide relief to the security officer at Post # 1 as required.
- G. The guard must provide a written report of any unusual or suspicious incidents to the city lot representative. If an active incident is in progress, the guard shall call 911.

6.0 Special Conditions

6.1 At the City's request, the contractor shall provide access to all payroll records and contractor's financial records.

6.2 The contractor shall provide benefit packages or shall provide benefits in the form of a payment stipend to its employees. Detail should be provided with the bid.

6.3 The contractor's bid package must include:

- A. Complete description of the manner in which guards will be assigned, supervisory methods to be used, and procedures to be followed.
- B. A list of clients with point of contact and telephone number for whom the bidder provides similar services.
- C. Names and addresses of principal officers of the bidder's firm.
- D. Names and addresses and qualifications of supervisory personnel.
- E. Attach with bid a copy of Georgia State License and certifications.
- F. Background and drug screening processes.
- G. Copy of current business tax certificate.

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

7.0 Insurance Requirements

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

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

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

7.0 General Conditions

7.1 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.

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

7.3 Original invoices should be sent to:

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

7.4 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.

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

- 7.6 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.
- 7.7 This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after on December 31, 2019. This agreement may be renewed for up to three additional 12 month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

EXCEPTION SHEET

Event #6974

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

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

EVENT NUMBER: 6974

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	Supervisor Guard	6,250 hours		
2	Security Guard	6,250 hours		

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 \$
=====

ARE YOU ABLE TO MEET ALL INSURANCE REQUIREMENTS LISTED IN THE SPECIFICATIONS? ___ Yes ___ No

HAVE YOU INCLUDED ATTACHMENT 1 WITH YOUR BID? ___ Yes ___ No

HAVE YOU INCLUDED ATTACHMENT 2 WITH YOUR BID? ___ Yes ___ No

HAVE YOU INCLUDED A COPY OF YOUR BUSINESS TAX CERTIFICATE WITH YOUR BID? ___ Yes ___ No

HAVE YOU PROVIDED DETAILS OF THE BENEFITS PACKAGE AS SPECIFIED IN SECTION 6.2? ___ Yes ___ No

HAVE YOU INCLUDED A COPY OF YOUR COMPANY'S SECURITY LICENSE ISSUED BY THE STATE OF GEORGIA? ___ Yes ___ No

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 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

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.

ATTACHMENT 1

This attachment must be included with the Bid response in order to be considered further.

REFERENCES

In the space below, list three (3) current commercial references, similar in size. These references must have correct phone numbers and contact names.

- 1. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Date of Services: _____

- 2. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Date of Services: _____

- 3. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Date of Services: _____

ATTACHMENT 2

CITY OF SAVANNAH BACKGROUND STANDARDS

Criminal Conviction Records:

- A conviction (includes Judgment before Probation and Nolo Contendere) of DUI or DWI within the last three (3) years.
- A vehicular homicide or hit and run conviction.
- Pending Criminal cases
- Convictions, Nolo Contendre or pleas involving Sexual Offenses, Domestic Violence Act or Impersonating a Police Officer, Perjury or False Statements
- Felony convictions and Nolo Contendre or pleas involving felony arrests
- Serious Misdemeanor Convictions, Nolo Contendre, or pleas

Past convictions will be considered if they are substantially related to circumstances of the particular position. The following should be considered when reviewing a questionable background report:

- the kind of position for which the individual is being considered
- the circumstances surrounding the conviction
- whether such an appointment could be detrimental to the public's interest and welfare
- whether the individual may be employed in a position that offers inducement to repeat previous offenses
- the pattern or lack of pattern of offenses

All circumstances surrounding a pending case will be considered before making a final decision.

Credit Records:

Credit background will be checked on all applicants (internal and external) applying for positions with cash handling responsibilities, cash posting responsibilities, supervision over cash operations or fiduciary functions. The credit check process as defined below is in compliance with the Fair Credit Reporting Act (FCRA).

1. The credit record is run through the Consumer Reporting Agency (CRA), by the background screening contractor.
2. If no credit problem is indicated, the applicant is cleared. If any of the following are indicated within the past 7 years, the record should be reviewed further.
 - Bankruptcy
 - Pattern of late payments (post 30-days)
 - Debt load significantly out-of-line with income

A determination of credit clearance should be based on the totality of the record, the position for which the applicant has applied, and potential City risk exposure.