



## DREDGING OF ALUM SLUDGE POND AT THE I&D PLANT

EVENT NO. 5654

### SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 These specifications describe the requirements for the dredging of an alum sludge pond at the Industrial and Domestic (I&D) Water Treatment Plant, located at 6183 Highway 21 North, Port Wentworth, Georgia 31407.

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, third floor, City Hall, 2 E. Bay 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 Scope of Work

- 4.1.1 The scope of this project is to remove approximately 3,500 cubic yards of accumulated alum sludge from the alum sludge pond by dredging the sludge from the alum sludge pond and pumping it into a drying cell that has been constructed on site.
- 4.1.2 The successful bidder shall supply a cutter/suction dredge with a trained operator, support crew, and supervision as needed. The contractor shall also provide all lifting equipment, workboats, hoses, piping, fittings, etc. as required to complete the dredge operations and pumping operations necessary to transfer dredged material from the alum sludge pond to the drying cell. In addition, the contractor shall be required to provide a one inch (1") connection for the addition of a polymer as specified and provided by the owner for the application of a polymer prior to discharge into the drying bed. Dredging operations shall be limited each week as required to allow for consolidation of dredged and pumped material within the drying cell. The drying cell has been constructed to provide for continuous removal of free water.
- 4.1.3 The contractor shall dredge a channel from the open area of the alum sludge pond through the vegetation to clear a pathway to each of the five (5) discharge lines entering into the pond from the Water Treatment Plant. Each channel shall be at least eight feet (8') wide with a minimum depth of eight feet (8') and a maximum depth of ten feet (10') to allow for the unobstructed flow of plant discharge water into the cleared area of the alum sludge pond. A channel of not less than eight feet (8') wide with a minimum depth of eight feet (8') and a maximum depth of ten feet (10') shall be dredged from the outfall structure toward the center of and connecting to the pond's open area. The remaining volume may be dredged from the open area of the alum sludge pond to the extent that no area of the pond is dredged to a depth of more than ten feet (10').

- 4.1.4 The contractor shall provide a silt curtain across the outfall of the alum sludge pond to capture any floating debris caused by undercutting the pond vegetation. The contractor's work shall be undertaken in such a manner that excessive solids are not released through the outfall discharge causing a violation of the owner's National Pollutant Discharge Elimination System (NPDES) permit or excessive sediment within the downstream discharge channel.
- 4.1.5 The contractor shall adjust as necessary the rate of dredging and pumping so as to prevent damage to the drying cell.
- 4.1.6 The contractor may clear an area as designated by the owner along the bank of the alum sludge pond of sufficient size to allow a crane to place the dredge and workboat into the pond. The crane will be provided by the successful bidder on this project.
- 4.1.7 It is the intent of the owner to remove the solids from the drying cell as necessary and after sufficient time to allow the dewatered sludge to become sufficiently dry so as to prevent spillage during transport to a disposal area.
- 4.1.8 It is understood that the owner must continue operation of the water treatment plant throughout the course of the contractor's work. As part of the water treatment plant's normal operation, sludge will be continuously entering the sludge pond from the plant. However, the volume of sludge will normally be negligible and shall not be considered in the calculation of total volume removed from the sludge pond. In the event that plant operation changes such that an abnormally large volume of sludge is introduced into the sludge pond, the owner shall estimate the volume and provide the estimate to the contractor so as to allow such volume to be considered in the calculation of total volume removed.
- 4.1.9 The contractor shall provide both a pre and post topographic survey of the sludge surface for the purpose of determining the volume of material removed.
- 4.2 The contract time for this work is 120 calendar days including ten (10) adverse weather days. Liquidated damages at a rate of \$200.00 per calendar day will be assessed for each and every day that exceeds 120 days.
- 4.3 General Clean-Up: The contractor is responsible for removing all debris resulting from the work performed, from in and around the worksite, to a legal dump site regularly and at the end of the project.
- 4.4 Special Conditions: The contractor must furnish manufacturer's standard warranty on products/equipment. The contractor must submit a two (2) year written warranty against defects resulting from workmanship.
- 4.5 Measurements: All measurements are estimates only and contractors are responsible for verifying field measurements.
- 4.6 Insurance Requirements**
- 4.7 Builders Risks / Installation Floater
- Contractor shall purchase a builders' risk/installation floater policy to cover the full amount of the contract until project is turned over to the City.
- Must be on a "special" form including flood and earthquake and deductibles and terms agreeable to the City.

- The City is to be named as insured — copy of endorsement attached to certificate.
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.8 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.

#### 4.9 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.

#### 4.10 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law.

Minimum employers 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 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.

#### 4.12 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.

#### 4.13 The contractor shall secure and maintain during the term of this contract Workman's Compensation for all of its employees connected with the work on this bid. Such insurance shall comply with the Georgia Workman's Compensation Law.

Proof of coverage must be provided within ten (10) days of the City's request.

A minimum of thirty (30) days' notice prior to cancellation shall be given to the City of Savannah, in writing, prior to cancellation by insurance carrier.

### 5.0 General Conditions

The City of Savannah's General Conditions (Section 01500) are hereby made a part of this bid package. By the act of submitting a bid for this work, the prospective supplier of these services acknowledges that he is familiar with the contents of the referenced documents. The City's Technical Specifications and General Conditions are available for download from the City's website ([www.savannahga.gov](http://www.savannahga.gov)).

#### 5.1 The contractor shall take all necessary precautions to protect existing structures and equipment from damage due to construction traffic or equipment. The contractor shall repair all items damaged during the construction at no additional cost to the owner.

#### 5.2 The contractor shall comply with all local, state, and federal regulations as they pertain to construction activities.

#### 5.3 The contractor shall provide, upon request, the following information:

- The contractor shall submit information regarding the business entity, its main focus, and its personnel. The contractor must include a list of projects currently under construction, and under contract. The contractor must include information about their Georgia Contractors License(s) including types, numbers, and dates of issuance.

- The contractor shall submit evidence of its financial ability to complete the project. Evidence may include Standards and Poor's rating, credit ratings and information, or other financial information.
- The contractor shall submit evidence of insurability for a project of this type.
- The contractor shall submit for the City's approval the qualifications, resume, and a list of projects completed by its proposed quality control/quality assurance employee(s) for the project.
- The contractor must disclose information on any projects, including details of any instances within the past five (5) years where a surety company has "completed a project" or "paid for completion" because of a default termination of a construction contract.
- The contractor shall disclose any nonpayment issues with any subcontractors, suppliers or equipment companies.
- The contractor shall disclose any current litigation.

5.4 Permits

The contractor will be responsible for obtaining all required permits. Fees for the City of Savannah permits will be paid for by the City.

5.5 All bids must be submitted in DUPLICATE.

5.6 The bid response must include the following documents in the order listed:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other submittals as stated

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

5.7 Original invoices should be sent to:

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

5.8 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.

5.9 Affidavit of Payment: Before final payment is due, the contractor shall submit evidence satisfactory to the City, that all payrolls, material bills, and other indebtedness connected with the work have been paid. (See Affidavit of Payment – Section 01215)

5.10 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

5.11 This contract will be awarded to the vendor with the lowest net cost to the City and who meets or exceeds all City specifications.

5.12 Bidders must comply with Section 2-4078 of the City Code regarding wage rates, Title VI of the Civil Rights Act of 1964, the Davis-Bacon Act, the Anti-Kickback Act, and the Contract Work Hours Standard Act. See attached wage decision.

5.13 Warranty Requirements: (Check where applicable)

[ ] (A) Provisions of item 2.12 in regards to quality shall apply.

- (B) Warranty required.
- (a) Standard Warranty shall be offered with bid.
- (b) Extended Warranty shall be offered with bid.

5.14 Bonding:

(Check where applicable)

- (A) Each bidder shall post a bid bond, certified check or money order made payable to the City in the amount of 5% of the bid price. A company check is not acceptable. No bids shall be read or considered without a proper form of security.
- (B) No bond, certified check, or U.S. Money Order is required.
- (C) Bidder shall post a payment / performance bond, certified check or money order payable to the City in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet requirements of the contract including timely delivery, performance specifications and warranty requirements. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- (D) Bidder shall post a performance bond, certified check or money order in the amount of % of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee of timely delivery and that equipment, materials and /or goods are delivered according to specifications.

Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia, approved by the City, and must be executed on the attached forms. At the discretion of the City, other forms of security may be considered in lieu of a performance bond.

**EXCEPTION SHEET**

Event # 5654

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  
3rd Floor, City Hall  
P. O. Box 1027  
Savannah, Georgia 31402  
ATTN: Purchasing Director

EVENT NUMBER: 5654  
  
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.

ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.

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:

\_\_\_\_\_)

INDICATE OWNERSHIP STATUS OF BIDDER (CHECK ONE):

NON-MINORITY OWNED  ASIAN AMERICAN  
 AFRICAN AMERICAN  AMERICAN INDIAN  
 HISPANIC  OTHER MINORITY  
(describe) \_\_\_\_\_  
 WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

**ADDENDA ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*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.	Dredging an alum sludge pond at the Industrial & Domestic Water Treatment Plant	1		

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 COMPLETION AFTER RECEIPT OF ORDER: \_\_\_\_\_ DAYS

CAN YOU MEET THE INSURANCE REQUIREMENTS? \_\_\_\_\_

CAN YOU MEET THE TIME CONSTRAINTS FOR COMPLETION PER SECTION 4.2? \_\_\_\_\_

HAVE YOU INCLUDED A BID BOND WITH YOUR BID RESPONSE? \_\_\_\_\_

PERFORMANCE AND PAYMENT BONDS ARE REQUIRED IF AWARDED THIS CONTRACT. CAN YOU MEET THESE REQUIREMENTS? \_\_\_\_\_

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.

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**Signature**

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**Title**

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: \_\_\_\_\_ Event No. \_\_\_\_\_

Project Title: \_\_\_\_\_

**NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.**

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: \_\_\_\_\_ % WBE Participation Value: \_\_\_\_\_ % M/WBE Participation Value: \_\_\_\_\_ %

**The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.** The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

**Joint Venture Disclosure**

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ [www.savannahga.gov](http://www.savannahga.gov).*

## Developing a Strong M/WBE Participation Plan

### *Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:*

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.

**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](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 \_\_\_\_\_ Alien Registration number for non-citizens.

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

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.