



**SECURITY FOR CITY CEMEMTERIES
EVENT NO. 7094**

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.

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

The 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 the envelope.

Signature: _____ Date: _____

SECURITY FOR CITY CEMETERIES

EVENT NO. 7094

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe the requirements for security services for the City of Savannah municipal cemeteries. Required security services include, but are not limited to, foot patrol of Colonial Park Cemetery. Additional security services may be required at Bonaventure, Greenwich, Laurel Grove North, and Laurel Grove South Cemeteries on an as-needed basis.

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 Locations

- Colonial Park Cemetery - 201 East Oglethorpe Avenue
- Bonaventure Cemetery - 330 Bonaventure Road
- Greenwich Cemetery - 330 Greenwich Road
- Laurel Grove North Cemetery - 802 West Anderson Street
- Laurel Grove South Cemetery - 2101 Kollock Street

4.2 General Specifications

- 4.2.1 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 for at least the past three years. The vendor must have held a City of Savannah private security business permit with no suspensions or revocations for at least the past three years. The vendor must be in compliance with all applicable Federal and State regulations. The vendor must provide three references indicating past performance.
- 4.2.2 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. They must not perform any activities in the municipal cemeteries other than the services described herein, unless authorized by the City of Savannah. They 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.

4.3 Cemetery Recording Systems

4.3.1 A clock with key stations or other suitable tamper-proof date, time, and location recording system shall be installed at the vendor's expense to record the precise times, dates, and locations of all security guards within scheduled cemeteries. If manual key stations are used, a minimum of three shall be installed within Colonial Park Cemetery. If requested, six key stations shall be installed at Laurel Grove North Cemetery, five at Laurel Grove South, nine at Bonaventure, and three at Greenwich Cemetery. Systems using global positioning systems may not require key stations. The actual type of recording system and the specific locations of key stations must be approved in advance by the Director of Cemeteries. Additional key stations may be installed at the vendors expense if the vendor so desires. No security services shall be provided until the approved recording system is fully installed and functional at cemeteries scheduled for security coverage. Vendors must ensure the recording system remains fully functional at all times. To avoid a disruption of service, security vendors shall keep back-up equipment in the event of equipment malfunction. Please include an equipment list with your bid package.

4.3.2 The vendor must have the means to geographically record the locations of all security guards assigned to the municipal cemeteries at precise times and dates on an approved recording system provided by the vendor. All security guards must clock-in at the beginning of their shift and clock-out at the end of their shift using the approved system.

4.4 Uniforms

All security guards must be in uniform provided by the vendor. The uniforms shall be neat and clean with the vendor's logo and the security guard's full name clearly displayed on the outermost layer. All casual shirts and jackets must have the word "SECURITY" in large bold print on the back of the garments. The uniforms must be approved in advance by the Director of Cemeteries or City representative. Any uniforms which are deemed to be unacceptable (worn, stained, or faded), by the City shall be replaced at contractor's expense. All security guards working between dusk and dawn must be equipped with working flashlights provided by the vendor.

4.5 Mobile Telephones

All security guards must be equipped with operational vendor-provided mobile telephones at all times while on duty. Pagers are not acceptable. The security guards must be able to report immediately to 911 and to the vendor, or the vendor's representative on duty, at all times while on duty. The vendor, or the vendor's representative on duty, must be available to the Director of Cemeteries, or a City representative, 24 hours a day, 7 days a week, and 365 days a year. If the Director or representative contacts the vendor or representative, the vendor or representative must be able to contact each security guard immediately and report back to the caller within five minutes.

4.6 Standard Operating Procedures

The vendor will be required upon the award of this contract, and prior to the startup services, to prepare operating procedures for each post, which must be approved by the Director of Cemeteries. The vendor will be required to provide proof that all guards have been given the instructions for their post as specified in this contract. Failure to provide this proof upon request of City officials may result in termination of this contract.

4.7 Records

4.7.1 All security guards must complete daily security logs and incident report forms as necessary per their shift. Guards will be expected to prepare an incident report on any security violations or any physical damages to City property that might impede security (i.e., a hole in the fence, broken locks, etc.). The guards will verify for each shift, completion of assigned tasks from the vendor supplied "Standard Operating Procedures," daily reports, clock cards or equivalent, must be submitted to the Department of Cemeteries weekly, or upon request of the city representatives. Incidents shall be reported to the cemeteries on-call supervisor immediately. Incident reports must be submitted within 12 hours of the incident.

4.7.2 Should an incident be uncovered by the City, the vendor shall report, within 12 hours of notification by the contract administrator, in writing, why the incident was not reported by the guard plus all other applicable information.

4.8 Cemetery Vehicles and Bicycles

- 4.8.1 If requested, the vendor shall provide clean, marked, operational vehicles for all roving patrols. All markings are subject to the approval of the Director of Cemeteries. Vehicles shall only be operated on roadways and parking areas designated for vehicular traffic. Vehicles shall not be operated in flooded sections of cemeteries. It is not anticipated that vehicles will be required throughout the term of this contract; however, vehicle patrols may be scheduled as needed.
- 4.8.2 If requested, the vendor shall provide high performance bicycles for all bicycle patrols, if scheduled. A minimum one week notice will be provided prior to the first scheduled bicycle patrol to allow the vendor to acquire a bicycle, if necessary.

4.9 Cemetery Supervision and Quality Control

- 4.9.1 The vendor shall provide adequate, training, supervision, and quality control over all security guards, and all services provided under this contract.
- 4.9.2 Invoices should not be submitted for payment until the vendor is satisfied that the quality standards and all contract specifications have been met.
- 4.9.3 The supervisors of security guards providing foot patrol and/or bike patrol services may also serve as the cemetery roving patrols required for each shift provided shifts overlap; however, supervision and quality control must be provided even when there are no roving patrol assignments.

4.10 Security Guard Qualifications

- 4.10.1 All guards must have a minimum of 24 hours of classroom training by state certified instructors, must be in compliance with all applicable State regulations, and must be bonded by the vendor, prior to any City assignment. The vendor shall provide proof of training, compliance, and bonding of any guards assigned to the City upon request.
- 4.10.2 Vendor must perform criminal history and background checks of all security guards and clear them prior to any City assignment. 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 must also perform driver's license checks on all guards assigned to roving patrols prior to roving patrol assignments. Vendor shall submit a list of all guards cleared for assignments and 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 assigned to the City upon request.

4.11 Security Guard Assignments

- 4.11.1 This contract includes Colonial Cemetery foot patrols and additional patrols when requested by the Department of Cemeteries such as roving patrols, bicycle patrols, stationary posts, foot patrols, undercover patrols, and other security services which may be required. Assignments will generally be scheduled in shifts of four to eight hours. Assignment types, days, and times may be changed periodically as necessary to avoid becoming predictable and to address changing security needs.
- 4.11.2 The vendor or its representative must notify the Director of Cemeteries or their representative, in advance if possible, if an assignment cannot be completed as scheduled. Any changes in schedule must be authorized by the Director of Cemeteries or their representative.
- 4.11.3 In the event a security guard does not arrive for a scheduled shift, the vendor or representative must notify the Director of Cemeteries or their representative of the absence within 15 minutes of the assigned start time. It is the responsibility of the vendor to provide a replacement security guard within a reasonable amount of time to complete the shift.

4.12 Inclement Weather

- 4.12.1 Foot patrols and bicycle patrols may be suspended by the Director of Cemeteries or their representative during heavy rain, thunderstorms, or other inclement weather events. Patrols that are

not suspended by the Director or their representative shall stand-by in a safe, dry location until the inclement weather subsides.

- 4.12.2 Foot patrols and bicycle patrols may not be needed during extended periods of heavy rain, thunderstorms, or other inclement weather events. The vendor should contact the Director of Cemeteries or their representative, prior to the start of a shift during heavy rain, thunderstorms, or other inclement weather events. Any changes in schedule must be authorized by the Director of Cemeteries or their representative.

4.13 Public Access Hours

The municipal cemeteries are open to the public from 8:00 a.m. to 5:00 p.m., with the exception of Colonial Park Cemetery which is open until 8:00 p.m. during daylight savings time. Any persons authorized to enter the cemeteries after hours will be accompanied by a Department of Cemeteries employee. The security guard will be expected to question all subjects and/or vehicles entering or leaving City premises under this contract after normal hours (5:00 pm -8:00 am, daily). The security guard will restrict all access to the City premises covered by contract and note all persons or vehicles entering or leaving to ensure that no equipment and/or property is damaged or stolen.

4.14 Enforcement of Regulations

- 4.14.1 Security guards must be familiar with and ready to enforce the rules set forth by these specifications and the most recent edition of the *Rules and Regulations of Municipal Cemeteries*. Suspicious persons, repeat offenders, any signs of attempted breaking and entering, theft, vandalism, cemetery desecration, abandoned vehicles, or any potential public hazard must be reported to the Savannah Police Department and to the Director of Cemeteries.
- 4.14.2 Any persons performing work activities on weekends or holidays should be questioned and asked for proof of identification. An incident report must be filed with the Director of Cemeteries. Persons performing any unauthorized activities must be asked to stop or leave cemetery property immediately.
- 4.14.3 Unsupervised children under the age of 16 years of age, disorderly, intoxicated persons, any persons possessing alcohol or controlled substance, and any persons engaged in disrespectful activities must be asked to leave cemetery property immediately.
- 4.14.4 Vehicles over 35 feet in length or 12 feet in height, or any vehicles towing trailers must be asked to park outside of cemetery. Vehicles over 25 inches length shall be prohibited from Laurel Grove and the old section of Bonaventure Cemetery. All vehicles shall be prohibited from Colonial Park Cemetery.
- 4.14.5 Persons with unleashed pets or who do not immediately remove their pet's waste from the cemetery must be asked to leash pets and/or remove the waste.
- 4.14.6 Persons who refuse to comply with the *Rules and Regulations of Municipal Cemeteries* while on cemetery property should be reported to the Savannah Police Department.

4.15 Submission Requirements

The bid package submitted should be in the order listed below to permit ready comparison with those specifications on an item by item basis.

The contractors bid package must include the following:

- a) A brochure clearly describing and defining the services offered, as set forth above and attached to bid submission.
- b) Complete description of the manner in which guards shall be assigned, supervisory methods to be used, and procedures to be followed.
- c) A description of the recording system to be used to record times, dates, and locations of security guards.

- d) A description and/or images of the uniforms and identification to be worn by security guards.
- e) A description of the communication equipment to be used by security guards and the means for 24/7 communication with the vendor or his representative.
- f) A description of the vehicles, including markings, to be used for roving patrols.
- g) A list of clients with point of contact and telephone number for whom the bidder provides similar services.
- h) Names and addresses of principal officers of the bidder's firm.
- i) Names and addresses and qualifications of supervisory personnel.
- j) Approved City permits (See Attachment 1).
- k) Contractor shall provide benefit package or shall provide benefits in the form of a payment stipend to its employees. Detail should be provided with the bid.
- l) Equipment list must be included in your bid package.
- m) Complete bid proposal form.

4.16 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.

4.17 Cemetery Foot Patrol

A foot patrol shift shall generally be four to eight hours at a specific cemetery location. The security guard may be required to provide Stationary Post services during his/her shift.

4.17.1 Colonial Park Cemetery: The security guard must provide foot patrol of the entire cemetery throughout the shift and monitor the four entrances and any and all activities within the cemetery. The Security guard may also be assigned to open the cemetery between 7:30 a.m. and 8:00 a.m. or close the cemetery between 5:00 p.m. and 5:30 p.m. or 8:00 p.m. and 8:30 p.m., depending on the cemetery hours.

4.17.2 Bonaventure Entrance: If requested, the security guard must provide foot patrol at the entrance to Bonaventure Cemetery throughout the shift, monitor the Bonaventure Administrative Building and compound, the two entrances to Bonaventure Cemetery, and the entrance to Forest Lawn and Greenwich Cemeteries. If requested, the vendor may also be required to provide a minimum of two randomly timed roving patrols of Bonaventure and Greenwich Cemeteries per each foot patrol shift.

4.17.3 Laurel Grove North Entrance: If requested, the security guard must provide foot patrol at the entrance to Laurel Grove North Cemetery throughout the shift; monitor the Laurel Grove Administrative Building and compound, and the main entrance to the cemetery. If requested, the vendor may also be required to provide a minimum of two randomly timed roving patrols of Laurel Grove North and South Cemeteries per each foot patrol shift.

4.17.4 Wiltberger Way, Bonaventure: If requested, the security guard must provide foot patrol of Wiltberger Way from Bonaventure circle to the Jones monument.

4.17.5 Other Locations: Additional four to eight hour foot patrol shifts at other times and/or locations will be scheduled as determined necessary by the Director of Cemeteries. When possible, the vendor will be given a one week notice before adding, changing or deleting shifts; however, additional shifts may be added, changed or deleted on short notice to meet the cemetery security needs.

4.18 Roving Patrol

If requested, the security guard will provide a visible presence in the assigned cemetery or cemeteries on the dates and at the times assigned. The guard will also be required to perform foot patrols around buildings, equipment compounds, visitor parking areas, and any security sensitive areas. The supervisors of security guards providing foot patrol and/or bike patrol services may also serve as the cemetery roving patrols required for each shift.

- a. A roving patrol shift will generally be four to eight hours and may include any number of assigned cemeteries. Roving patrols may be during normal cemetery hours or after hours as required by the Director of Cemeteries. The security guard shall provide continuous roving patrols of the assigned cemeteries during each shift. The security guard may be required to open any designated cemetery or cemeteries between 7:00 a.m. and 8:00 a.m. or close and secure any designated cemetery or cemeteries between 5:00 p.m. and 6:00 p.m. on weekends and holidays. If requested, each security guard may be assigned to one, more, or all five cemeteries at designated times during their assigned shift.
- b. The roving security guard shall provide a visible presence in the assigned cemeteries during their shift. Each cemetery assigned should be completely inspected at least once every two hours. The order of cemeteries, patrol routes and times must be varied each day and each week to maintain an unpredictable schedule. Two separate inspections of any one cemetery within 30 minutes of each other will be counted as only one inspection. The locations of security guards and time at each recording station must be accurately recorded by the vendor. Roving guards must record vehicle mileage at the beginning and end of each shift and any time a vehicle or operator changed during a shift.
- c. Perimeter fencing, gates, buildings, structures, City vehicles, and any City equipment must be inspected on each patrol to include all cemetery sections. Full inspection to include, but not limited to, each item listed on the security checklists in the City of Savannah Municipal Cemeteries Security Manual (manuals will be available upon request).

4.19 Bicycle Patrol

If requested, a bicycle patrol shift shall be generally four to eight hours at a specific cemetery location. The security guard may be required to provide foot patrol and/or stationary post services during his/her shift.

- a. Bonaventure Cemetery: If requested, the security guard must provide bicycle patrol of Sections A through H of Bonaventure Cemetery throughout the shift, monitor the Bonaventure Administrative Building and compound, visitor parking areas at the entrance, Wiltberger Way, and Bonaventure Landing. The vendor must also provide a minimum of two randomly timed roving patrols of Bonaventure and Greenwich Cemeteries per each bicycle patrol shift.
- b. Additional four to eight hour bicycle patrol shifts may be scheduled as determined necessary by the Director of Cemeteries. When possible, the vendor will be given a one week notice before adding, changing or deleting shifts; however, shifts may be added, changed or deleted on shorter notice to meet the changing cemetery security needs.

4.20. Stationary Post

If requested, a stationary post shift shall be four to eight hours at a specific cemetery location, generally at cemetery entrances or visitor parking areas. Stationary post assignments may be during normal cemetery hours or after hours as required. Generally, stationary post assignments will be combined with bicycle and foot patrol assignments; however, stationary post shifts may be assigned separately at various cemeteries and on days and at times determined necessary by the Director of Cemeteries.

- a. Security guards assigned to cemetery stationary post shifts may be required to post a portable security sign provided by the Department of Cemeteries during their assigned shift. The security guard may be required to log all vehicles entering and or exiting the assigned cemetery.
- b. Foot patrol security guards must clock-in at the assigned location prior to or at the start of their assigned shift, checking all locks, gates, doors, windows, etc. to the buildings and vehicles at their designated area.

- c. Foot patrol security guards must make sure all locks, gates; windows, etc. are secure before clocking out. If the guards find any area not secure, it will be the responsibility of the guard to remain at the assigned post until relieved by authorized City personnel.
- d. Foot patrol and stationary post security guards must maintain a visible presence at the assigned location to deter unauthorized persons from entering the cemetery while closed or to deter unauthorized activities while the cemetery is open. It is the security vendor's responsibility to ensure the presence of his or her employees in the cemeteries at all times. Lunch breaks shall be taken in the cemetery or covered by another security guard.

4.21 Other Security Services-Undercover Shift

If requested, an undercover shift will generally be four to eight hours at a specific cemetery location as determined necessary by the Director of Cemeteries. The undercover guard shall monitor the assigned location during each shift, providing specific security services as determined necessary by the Director of Cemeteries.

4.22 Other Services

Other security services may be required and it is expected that the same hourly rate shall apply.

4.23 At the City's request, the contractor shall provide access to all payroll records and contractor's financial records within 48 hours of notification.

4.24 The City recognizes the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving (Thursday and Friday)
- Christmas Day
- New Year's Day
- MLK King's Birthday
- President's Day

4.25 The City reserves the right to require the vendor to discontinue the use of any person at locations covered by this contract which the City feels is incompetent, unqualified, or guilty of improper conduct.

4.26 The contractor must comply with City permit requirements. (See Attachment 1 for description of Licensing and Regulations). Please provide copy of approved permit with your bid package.

4.27 This is an annual contract and prices are to be held firm for a period of one year 12 months. 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.

4.28 Insurance Requirements

4.28.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000

- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.28.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.28.3 Workers Compensation

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

Minimum employer's liability limits:

- \$500, 000 each accident
- \$500, 000 each employee (disease)
- \$500, 000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.28.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence
\$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and

attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.28.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

4.29 This is an annual contract and prices are to be held firm for a period of one year 12 months. 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.

5.0 General Conditions

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.

5.1 Original invoices should be sent to:

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

5.2 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.

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

5.4 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

5.5 Bids shall be submitted in duplicate.

EXCEPTION SHEET

Event #7094

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: 7094

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	Colonial Park Cemetery Foot Patrol	1,000 hours		
2	Cemetery Bicycle Patrol	8 hours*		
3	Cemetery Stationary Post	8 hours*		
4	Cemetery Roving Patrol	500 hours*		
5	Undercover Patrol	8 hours*		

* These are on an "as needed" basis. Quantities are estimates only. The City reserves the right to engage the vendor more or less than the stated estimated quantities.

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 \$

DO YOU HAVE THE REQUIRED PERMITS PER ATTCHMENT 1 AND INCLUDED THEM IN YOUR BID PACKAGE? _____

HAVE YOU INCLUDED ALL REQUIRED DOCUMENTS IN SECTION 4.15 WITH YOUR BID PACKAGE? _____

DO YOU HAVE THE REQUIRED INSURANCE? _____

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.