

**Event No. 7276
TREE AND STUMP REMOVAL**

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: _____

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
	Hire Savannah Agreement
	Attachments
	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: _____

TREE AND STUMP REMOVAL

EVENT NO. 7276

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to establish an annual contract for tree and stump removal services throughout the City of Savannah, Georgia on various City properties and in the public rights-of-way. The City of Savannah's Greenscapes Division will be the primary user of this contract. Other City departments and divisions may require the contractor's services on a case by case 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 Bidder Qualifications

Qualified bidders must have performed professional tree removal services as their primary livelihood for the past three years and provide at least three references indicating past performance of tree and stump removal work. Referenced work must be performed under contract and equal in size/scope to the removal of 25 trees and stumps of a minimum 24 inches diameter in various locations done within a 30 day period. Attachment 1 must be submitted with a bid to be further considered.

- 4.2 Detailed Specifications

The contractor shall provide all materials, labor, tools, equipment, supervision, utilities, insurance, transportation, and consumables to grind tree stumps at various City locations. Work shall include, but not be limited to, the following:

- 4.2.1 Starting and Completion Requirements

Work shall begin under the contract within one week of the date of notice to proceed. All contract work shall be completed within 30 days of the purchase order unless specified otherwise (see Emergency On-Call Response, Section 4.2.16). The contractor shall not be entitled to any claims against the City or damages for hindrances or delays, from any cause whatsoever, in the progress of the work or any portion thereof. The time for completion of the work may be extended upon written request from the contractor to the contract administrator, provided the request is based on delays or suspensions that are not of the contractor; and such delays shall include, but not be limited to, acts or negligence of the City or others performing additional work; or to fires, floods, abnormal weather conditions,

epidemics, or other acts of nature; or the request is based upon a significant change in the scope of the work which has been approved by the City. Additional time allowed shall be the equivalent number of working days or lost hours, or in proportion to the amount of extra work compared to the amount of the original contract. Request for extensions in completion dates shall be made within 20 days of occurrence. The contractor shall, at the time of submitting a request for extension, also submit supporting documentation justifying the request. Time lost due to delays caused by subcontractors, an inadequate work force, or failure of the contractor to properly supply or place orders for equipment or materials will not be justification for extensions of time.

4.2.2 Working Hours

The contractor will schedule work between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding government holidays, unless otherwise authorized by the Forestry Administrator. On occasion, the contractor may be required to respond to emergency situations. If the Greenscapes Division deems a removal to be an emergency, the contractor shall respond and be onsite within 60 minutes. See Emergency On-Call Response, Section 4.2.16.

4.2.3 Inspection of Work

Work performed under this contract shall be reported to the Forestry Administrator on a weekly basis. All work must be completed to the satisfaction of the Forestry Administrator, or his/her representative, and any questions as to proper procedures or quality of workmanship will be resolved by same. The contractor shall be notified of all work not performed to the satisfaction of the Forestry Administrator with the expectation that said items shall be completed within two weeks. No invoices will be paid until the work is completed as specified.

4.2.4 Damage to Property

Any damage to property as the result of the contractor's operations shall be the responsibility of the contractor. Should the damage not be rectified within the time agreed upon or to the satisfaction of the Forestry Administrator, the City reserves the right to repair or replace that which was damaged, or assess the contractor such costs as may be reasonable and related to damage caused by the contractor, and deduct such costs from any payment due the contractor. The contractor shall inform the Forestry Administrator of any damage caused by the contractor's operation on the day such damage occurs.

4.2.5 Discontinuance of Work

The City shall have the authority to suspend the work, wholly or in part, by written order for such period as the City may deem necessary due to unsuitable weather, due to conditions unfavorable to work, or due to failure on the part of the contractor to carry out orders given or to comply with any provisions of the contract documents. Any practice obviously hazardous, as determined by the Forestry Administrator, or his/her representative, shall be immediately discontinued by the contractor upon receipt of either written or oral notice to discontinue such practice.

4.2.6 Equipment

The contractor shall supply all material and equipment necessary for the performance of this contract. All equipment must be in compliance with bid specifications and all applicable federal, state, and local rules and regulations. All bidders must have in their possession, or available to them by formal agreement at the time of bidding, all necessary equipment, devices, tools, materials, and supplies necessary to perform the work specified herein. Attachment 2 must be submitted with a bid to be further considered.

4.2.7 Personnel

Bidders shall derive all or a majority of their income from arboriculture work. No day labor or temporary part-time workers/employees shall be used in the performance of the contract. Only qualified permanent full-time/part-time employees trained and experienced in doing the required arboricultural work of this contract shall be used under this contract. The contractor shall provide the necessary crews made up of a combination of equipment and personnel to complete contract specifications as specified in completion schedule. Individuals found not to be following the intent of these specifications shall be removed from the work site at the request of the City. Subcontracting is allowed but only under the direct supervision of a permanent full-time employee of the company awarded the bid. Attachment 3 must be submitted with a bid to be further considered.

4.2.8 Work Crew Supervision

The contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be authorized by the contractor to accept and act upon all directives issued by the City.

4.2.9 Safety Standards

- a. All equipment to be used and all work to be performed must be in full compliance with OSHA and the most current revision of the American National Standards Institute Standard Z-133 and A300 standards.
- b. Blocking public streets shall not be permitted unless prior arrangements have been made with the Traffic Engineering Division. The contractor is responsible for having vehicles moved during arboriculture work.
- c. The contractor shall provide adequate barricades, flag person(s), signs, and/or warning devices during the performance of the contract to protect the motorists and pedestrians. All placements of cones, signs, and barricades must conform to the Manual on Uniform Traffic Control Devices (MUTCD). Flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection. Please note that traffic control for arterial roadways shall be bid as a separate line item whereas minor traffic control operations on local streets shall be included in the proposed removal costs.

4.2.10 Tree Locations

Trees to be removed will be those designated by the Forestry Administrator, either by specific individual trees or specified groups of trees.

4.2.11 Stump Grinding

Unless otherwise specified, complete grinding of each stump is included with removal cost. Stumps shall be completely ground to a minimum depth of 12 inches. All large surface roots greater than four inches in diameter within the City rights of way shall also be ground. The contractor shall be responsible for removal and proper disposal of excess grindings. The finished site shall be raked smooth, with grindings left slightly higher than grade, no more than four inches, to allow for decomposition/settling. The contractor shall be responsible for securing utility locates prior to grinding.

4.2.12 Debris and Chip Disposal

Legal disposal of all logs, limbs, chips, and debris generated by work described within this contract shall be the responsibility of the contractor. The contractor shall remove all tree

limbs, wood, and debris from the site and properly dispose of them, in accordance with applicable ordinances and regulations of the City of Savannah, Chatham County, and the State of Georgia. Limbs and trunks temporarily placed in the boulevard areas shall be placed in such a manner as to eliminate any obstruction to motor vehicles and pedestrians. Brush and limbs overhanging a curb or pavement shall not be acceptable and under no circumstances shall these materials be allowed to lay on the boulevard or in the park overnight. The penalty for limbs, branches, and logs left overnight shall be \$100.00 per site per night. The contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. Site cleanup shall include removal of sawdust, small twigs, chips, leaves, trunks, and limbs from the street, parkway, and cemetery plots with appropriate tools for the job. Aside from the stump left, the site shall be returned to the same state it existed in prior to the removal.

4.2.13 Limb Lowering

The contractor shall refrain from the practice of free falling the trees. All trees shall be limbed out prior to the final cutting of the trunk. Cemetery headstones, lights, sidewalks, streets, and other manmade structures shall always be protected from the impact of falling wood. Ropes or other mechanical devices shall be used to lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property.

4.2.14 Protection of Property

The contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, or other real or personal property. Holes made in the lawn, regardless of size, shall be filled with sandy loam soil and seeded with a turf grass lawn seed mix. Vegetation surrounding a stump marked for removal shall be disturbed as little as possible.

4.2.15 Protection of Underground Utilities

Stump removal operations may be conducted in areas where electric, telephone, cable television, gas, fiber optic, and water/sewer facilities exist. The contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to its operation. If the contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the contractor in waiting for the utility to complete its work shall not be the responsibility of the contractor. Prior to commencement of work, the contractor shall contact the Georgia Utilities Protection Center, Inc. (811 or 800.282.7411) to obtain locations of underground utilities, the City of Savannah Traffic Engineering Department (912.651.6600) for locations of underground traffic signal cables, and the City of Savannah Information Technology Department (912.651.6907) for the location of underground communication cables.

4.2.16 Additional Specifications for Municipal Cemeteries

- a. The municipal cemeteries include Colonial Park (201 East Oglethorpe Avenue), Bonaventure (330 Bonaventure Road), Greenwich (330 Greenwich Road), Laurel Grove North (802 West Anderson Street), and Laurel Grove South (2101 Kollock Street).
- b. All work performed in any municipal cemetery must be in accordance with the Rules and Regulations of Municipal Cemeteries. Copies are available upon request from the Department of Cemeteries, 330 Bonaventure Road (telephone 912.651.6843).
- c. All work in the cemeteries must be performed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding City Holidays.

- d. The contractor and its employees must be neat in appearance. Employees must wear uniforms with the contractor's logo clear and visible. Uniforms shall include shirts, long pants, and safety shoes. No clothing with offensive print or designs will be allowed.
- e. Work operations shall not be performed in any area where a funeral is being held. Workers may move to another area not in conflict with funeral services.
- f. The contractor and its employees shall not lean or rest on monuments, tombstones, statues, etc. Gear, equipment, or personal belongings shall not be placed on monuments, coping, or any structure within a cemetery lot.
- g. Loud conversation or offensive language is not permitted on cemetery property. The playing of electronic audio devices is not permitted on cemetery grounds. Firearms, alcohol, or illegal drugs are not allowed in the cemetery.
- h. The Department of Cemeteries reserves the right to restrict work activities in any section or sections of the cemetery for any time and for any reason.
- i. The contractor must follow all federal, state, and local laws, ordinances, and requirements.

4.2.17 Emergency On-Call Response

On occasion, the contractor may be required to respond to emergency situations requiring the prompt removal of hazardous trees from public properties or rights of ways, fallen trees or tree parts from City streets and roadways and/or the removal of broken and hanging limbs from over roadways as necessary to keep City streets open and safe for traffic. The contractor has 60 minutes to respond to the site with crews and equipment adequate to handle the task and is required to remain on site until the on-call Greenscapes Supervisor signs off on the work as completed.

Emergency Forestry response may be required at any time of the day, especially during summer storm events and also after the normal work day between the hours of 3:30 PM and 7:00 AM. The contractor shall provide all materials, labor, tools, equipment, supervision, transportation, and consumables to perform emergency tree work at various City locations. Attachment 4 must be submitted with a bid to be further considered and pricing for emergency responses shall be provided on the bid proposal form.

Please note that this excludes named storm events (i.e. hurricanes) which will be handled in accordance with the City of Savannah's Debris Management contract.

4.2.18 Basis of Payment

The contractor shall be paid for the work upon completion. No more than one work invoice will be processed per week.

4.2.19 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.

4.3 Insurance Requirements

4.3.1 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

4.3.2 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

4.3.3 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

4.3.4 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

4.3.5 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.

4.4 Hire Savannah Program Participation

4.4.1 The City of Savannah seeks to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this priority, the City of Savannah Mayor and Aldermen endorse efforts to establish hiring agreements with businesses benefitting from municipal contracts with the City to hire local workers residing in the city of Savannah, Georgia.

4.4.2 To the extent otherwise permitted by law, the requirements of the Hire Savannah Program shall be included in all bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.

4.4.3 To assist contractors in maximizing local labor use, the City of Savannah has partnered with WorkSource Coastal (WSC). WSC assists employers and job seekers in meeting job training and employment needs throughout the ten county coastal region including Savannah and Chatham County. WSC will post contractor job openings, coordinate recruitment among partner agencies, and refer qualified candidates to contractors for hiring consideration. Additional employer services are also available through WSC, including federally-subsidized training and/or wages for eligible activities.

4.4.4 The Contractor is fully responsible for the work performed under the contract, and this responsibility is not in any way diminished by the use of labor supplied by WSC, nor is the City of Savannah or WSC accepting any responsibility for non-compliance with the contract due to the performance, or lack thereof, on part of labor supplied by WSC.

- 4.4.5 The Contractor is responsible for the compliance of all contractors providing services under the Covered Contract, including subcontractors and lower-tier subcontractors but excluding material manufacturers and suppliers, with the requirements of the Hire Savannah Policy.
- 4.4.6 In responding to this solicitation, the bidder/proposer shall complete a Hire Savannah Agreement, indicating that it agrees to be bound to contractual obligations to use good faith efforts to meet Hire Savannah Program requirements and hire Qualifying Workers residing in Savannah, Georgia.
- 4.4.7 If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.
- 4.5 This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end on December 31, 2020. This agreement may be renewed for up to three additional twelve month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.
- 4.6 In the event that the primary contractor fails to meet the above response requirements, the City may contact the secondary and tertiary contractors as necessary at the sole discretion of the City and immediately proceed with the execution of the work.
- 5.0 General Conditions
- 5.1 The bid response shall include all documents required in the bidder's checklist.
- All referenced documents must be completed and returned in their entirety to constitute a complete bid.
- 5.2 Original invoices should be sent to:
- City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402
- 5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.
- 5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.
- 5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.
- 5.6 All bids must be submitted in **DUPLICATE**.

EXCEPTION SHEET

Event # 7276

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

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

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

EVENT NUMBER: 7276

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	Tree and Stump Removal 1" to 12" Diameter	84 Each		
2	Tree and Stump Removal 13" to 18" Diameter	96 Each		
3	Tree and Stump Removal 19" to 24" Diameter	84 Each		
4	Tree and Stump Removal 25" to 30" Diameter	48 Each		
5	Tree and Stump Removal 31" to 36" Diameter	72 Each		
6	Tree and Stump Removal 37" to 48" Diameter	24 Each		
7	Tree and Stump Removal 49" and Up Diameter	12 Each		
8	Traffic Control - Street Closures, Lane Closures, and Detours on Arterial Roadways	Per Each		
9	Emergency Response – Aerial Lift (50-70') with Chip Box, Qualified Operator, Brush Chipper and Ground Specialist	Per Hour		
10	Emergency Response – Log Loader with Qualified Operator	Per Hour		
11	Emergency Response – Supervisor	Per Hour		

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 REMOVAL AFTER RECEIPT OF ORDER: _____ DAYS

DO YOU HAVE THE REQUIRED INSURANCE? _____

HAVE YOU INCLUDED ATTACHMENT 1? _____

HAVE YOU INCLUDED ATTACHMENT 2? _____

HAVE YOU INCLUDED ATTACHMENT 3? _____

HAVE YOU INCLUDED ATTACHMENT 4? _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

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

Signature

Title

HIRE SAVANNAH AGREEMENT

Event #:		Event Name:	
Bidder/Proposer Name:			

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

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

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

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

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

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

Company Name: _____

Company Address: _____

Company Official/Representative: _____

Position Title: _____

Authorizing Signature: _____ Date: _____

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

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

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

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

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

* * * * *

Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

Affidavit Verifying Status for City of Savannah Benefit Application

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

***Instruction for Completing Systematic Alien Verification
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

COMMERCIAL AND/OR GOVERNMENT EXPERIENCE VERIFICATION

Attachment 1

In the space below, list references dating back at least three years of similar commercial and/or government experience per section 4.1. Referenced work must be performed under contract and equal in size/scope to the removal of 25 trees and stumps of a minimum 24 inches diameter in various locations done within a 30 day period. Attachment 1 must be included in the bid response in order for a bid to be considered.

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

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

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

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

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

EQUIPMENT REQUIREMENTS

Attachment 2

In the space below, list the equipment that will be used for this contract, per Section 4.2.6. Attachment 2 must be included in the bid response in order for a bid to be considered.

SUPERVISORS RESPONSIBLE FOR SUBCONTRACTOR OVERSIGHT

Attachment 3

In the space below, list permanent full-time employee(s) who would be responsible for subcontractor supervision as per section 4.2.7. Attachment 3 must be included in the bid response in order for a bid to be considered.

1. Name of Employee:
Work Address:
Phone:

2. Name of Employee:
Work Address:
Phone:

3. Name of Employee:
Work Address:
Phone:

4. Name of Employee:
Work Address:
Phone:

5. Name of Employee:
Work Address:
Phone:

EMERGENCY RESPONSE REQUIREMENTS

Attachment 4

In the space below, please describe how you will provide services as outlined in section 4.2.17 Emergency On Call Response. Bidders will need to list all equipment and personnel to be used to meet the needs of this service and where they are physically located so we can verify the ability meet the sixty (60) minute response time with the necessary equipment and personnel. Attachment 4 must be included in the bid response in order for a bid to be considered.