

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

EVENT # 5396 WATER METERS

- 4.0 These specifications will describe new water meters which are cold water type with hermetically sealed and magnetically driven registers to be utilized by the Water Distribution Department. Meters shall be the first line, heavy duty quality of the manufacturer. The latest specifications of the AWWA shall be complied with, except in cases of conflict with these specifications contained herein. Any type or make of water meter offered must have been manufactured and marketed in the U.S. for at least five years and evidence will be required to indicate the name of location where meters have established satisfactory services records of five years or more.

The basic intent is to procure new water meters with characteristics to withstand the application envisioned. The specifications set forth below are provided to ensure bidders will achieve these objectives.

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.

4.1 **Detailed Specifications - New Meters:**

Meters should meet all specifications applicable per AWWA C-700 for cold water meters.

Meters shall be certified for conformance with National Sanitation Foundation American National Standards Institute Standard 61 by an ANSI accredited third party as required in Georgia rules for Safe Drinking Water Chapter 391-3-5-.04(8)b effective January 1, 1998. Meter cert-files shall be e-mailed electronically on spreadsheet providing the test report, serial number, encoded register number, and radio module number when applicable.

4.2 **Main Cases:**

4.2.1 **Water Meters Ranging in Size from 5/8" x 3/4" to 1" Disc Meters:**

Register housing shall meet AWWA specifications with lid securely pinned to housing. Register housing shall be made of high-grade water works bronze per AWWA specifications. Register housing and lid shall be engineered polymer. Main case housing and bottom shall be of high-grade, no lead waterworks bronze per AWWA specifications. Engineered polymer bottom is acceptable for size 5/8 x 3/4".

4.2.2 **Water Meters in 1 1/2" size Disc Meter:**

Register housing shall meet AWWA specifications with lid securely pinned to housing. Meter housing and top cover shall be made of high-grade no lead water



works bronze per AWWA specification. Main meter housing shall be of high-grade no lead waterworks bronze per AWWA specifications with internal strainer. Two bolt type connections are required with flanges, bolts, nuts, and gaskets. Meters must meet AWWA C700 standards for lead free compliance of the Safe Drinking Water Act.

4.2.3 Water Meters Ranging in Size from 2" to 8"

Register housing shall meet AWWA specifications with lid securely pinned to housing. Upper meter housing shall be made of high-grade no lead water works bronze per AWWA specifications. Main meter housing shall be of high-grade no lead waterworks bronze per AWWA specifications with test plug. The external strainer shall be of high-grade no lead waterworks bronze or fabricated steel with fusion bonded epoxy coating. Bolt type connections are required with flanges, bolts, and gaskets

4.2.4 Water Meters Ranging in Size from 2" to 8" Fire Flow (ULFM):

Register housing shall meet AWWA specifications with lid securely pinned to housing. Upper meter housing shall be made of high-grade no lead water works bronze per AWWA specifications. Main meter housing shall be of high-grade waterworks bronze or ductile iron with fusion bonded epoxy coating per AWWA specifications. Bolt flange type connections provided with flanges, bolts, strainer, and test plug. An external strainer made of bronze or cast iron with fusion bonded epoxy coatings is required with studs, nuts, and gaskets when not provided in the meter housing. Detector Check Assembly Required in 100 Cubic Feet.

4.2.5 3" Fire Hydrant Water Meter

Meters must have Bronze register cover with a set of standard 2 1/2" NST thread (one male one female) fire hose couplings with a strainer and lifting handles. Meter must comply with AWWA Standard:

4.3 Water Meters - Features:

- a. All meters must have the manufacturer's number permanently imprinted on top of the lid and upper housing or meter main case. Duplication of new or existing meter numbers will not be allowed.
- b. Meters must all have a working pressure of 150 PSI.
- c. All meters shall have strainers provided which fit tightly against the main case.

4.4 Measuring Chambers:

4.4.1 Water Meters Ranging in Size from 5/8 x 3/4 to 1 1/2" Inch PD:

The measuring chamber shall be of suitable synthetic polymer.



4.4.2 Water Meters Ranging in Size from 2 to 8 Inch AWWA Latest Revision:

The measuring chamber shall be made of polymer or bronze per AWWA specifications.

4.4.3 Features:

- a. The chamber may be of the two piece design, equipped with a disc or piston of hard rubber or suitable synthetic polymer and as near to the specific gravity of water as possible.
- b. Discs or piston may be of the three piece design or the thrust roller type.
- c. Chambers may have a dove tail insert.

4.5 Register for All Sizes of Water Meters:

4.5.1 The direct read register for all direct read water meters shall be straight reading U.S. cu. ft. type. Any digit below 100 cu. ft. shall be of contrasting color or with segmented lines to indicate 100 cubic feet. The register assembly shall be encased in a permanently hermetically sealed bronze or non-corrosive housing and shall be tamper proof. The register shroud and lid shall be constructed of engineered polymer

4.5.2 The Automated Meter Reading (AMR) and Advanced Meter Infrastructure (AMI) encoded register heads shall be encased in a permanently hermetically sealed bronze or non-corrosive housing and shall be tamper proof. The register shroud and lid shall be constructed of engineered polymer. All 5/8" X 3/4" to 1 1/2" meters shall be provided with AMR high resolution (HIRE) absolute encoded register with three foot length three wired configuration sealed and potted from the factory. The register housing design must also include an Orion AMR transmitter as one Integral piece. All 2" and above meters shall be provided with high resolution absolute encoded AMR or AMI register with twenty-five foot length three wired configuration sealed potted from the factory with a NICOR cable and connector. All AMR or AMI registers must be compatible and adaptable with the City's Orion AMR Drive-by radio or the City's Badger Beacon Orion Cellular LTE AMI system. All high resolution encoders shall be capable of transmitting a minimum of 8 dials of resolution.

4.5.3 The transparent dial cover lens shall be of high-strength material to minimize scratching and resist breakage.

4.5.4 The registers on all meters shall be specified with warranty guarantee and to be free from defects in materials and workmanship for a period specified in years from date of shipment. The warranty will be factored into the overall price of the meters.

4.5.5 The Orion compatible registers must be provided with warranty information.

4.5.6 The Orion AMR radio module and the Badger Beacon LTE AMI Cellular Module must be provided with warranty information.



4.6 Registration Accuracy:

Meters shall meet the following requirements for accuracy with water at a temperature less than 80°F (27°C).

Normal flow limits - at any rate of flow within the normal test flow limits specified below, the meter shall register not less than 98.5 per cent and not more than 101.5 per cent of the water that actually passes through it.

4.7 Performance Characteristics:

Meter size In.	Safe Maximum Operating Capacity gpm	Maximum Pressure Loss at Safe Maximum Operating Capacity	Recommended Maximum Rate for Continuous Operations gpm	Min. Test Flow gpm	Normal Test Flow Limits gpm	Max No. of Disc Rotation or Piston Oscillations per 10 gal.	per cu. ft.
5/8	20	13	10	1/4	1 – 20	580	435
5/8 x 3/4	20	13	10	1/4	1 – 20	580	435
3/4	30	13	15	1/2	2 – 30	333	250
1	50	13	25	3/4	3 – 50	153	115
1-1/2	100	15	50	1-1/2	5-100	67	50
2	160	15	80	2	8-160	40	30
3	300	15	150	4	16-300	20	15
4	500	15	250	7	28-500	9.3	7
6	1000	15	500	12	48-1000	4	3

4.8 Special Conditions:

4.9 Vendor must be capable of providing full service for meters in the total range of sizes set forth in this bid specification.

4.10 The successful bidder(s) must provide a minimum of one hour training to water distribution staff for each section (A, B, C, D, E) they are awarded. This training will include instruction on basic maintenance, meter applications (of the type awarded in their section) and installation procedures. Training will be scheduled through the Water Operations Administrator and conducted at 706 Stiles Ave., Savannah Ga.



- 4.11 Standard factory warranties will apply to all water meters furnished under this contract. The successful bidder(s) will personally visit the Water Distribution staff on a quarterly basis to assure compliance and to collect and/or ship defective meters under warranty for repair or replacement. Each successful bidder must sign in with the Water Distribution administrator during each visit.
- 4.12 Each successful bidder must supply a standard parts list and cost of parts with the bid for all meters awarded in this contract.
- 4.13 Prices quoted shall be F.O.B. Central Warehouse, 1100 W. Gwinnett Street Bldg. C, Savannah GA 31415 or F.O.B. Water Distribution, 706 Stiles Avenue, Savannah GA 31415. Quantities stated in these specifications are based on prior usage and are **estimates only**. The City reserves the right to purchase more or less than the estimated quantities.
- 4.14 Bid prices must remain firm for the duration of the contract.
- 4.15 All pricing should include freight.
- 4.16 **Basis of Award:** The City reserves the right to split the bid award by category (parts A, B, C, D and E) provided it is in the City's best interest. The basis for award of any portion or the entire bid will be the product complying with specifications with the lowest net cost to the City.
- 5.0 **General Specifications:**
- 5.1 The bid response must include the following documents in this order.
- Bid Proposal
 - Exception Sheet
 - Non-Discrimination Statement
 - Proposed Schedule of MWBE Participation
 - Other submittals as stated
- All referenced documents must be completed and returned in their entirety to constitute a complete bid.
- 5.2 Bids may be submitted manually to the address listed in the bid documents or electronically via the supplier portal in sufficient time to ensure receipt by the Purchasing Department on or before 1:30 P.M. on the date specified in the web page listing for this event. Requested documentation may be attached to the bidder's response. A supplier guide for assistance in submitting responses can be found by clicking on the Important Documents tab of the Purchasing SavEPro webpage at: <http://www.savannahga.gov/index.aspx?NID=590>
- 5.3 To submit and be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.
- 5.4 **Bidders must provide the manufacturer's name and part number of each item bid in the space provided on the bid form.**



- 5.5 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, 2018. All renewal options if exercised shall begin on January 1st and shall end on December 31st of each subsequent year. This agreement may be renewed for up to two (2) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.
- 5.6 Original invoices shall be mailed to:
- City of Savannah
Accounts Payable Dept.
P.O.1027
Savannah, GA 31402
- 5.7 The successful vendor must have the following items on every invoice to the City:
- A) The exact description of the purchased item as described in this contract,
 - B) The unit price of the item, and
 - C) The total of the invoice.
- 5.8 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation.
- 5.9 Those intending to respond to this event, their employees, agents and attorneys, shall not make contact with City Council members or with City staff outside of the Purchasing Department during the bidding process and evaluation phase.



BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)
SUBMIT A MINIMUM OF TWO COPIES

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

EVENT NUMBER: 5396

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.

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:)

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.

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.

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.	

ITEM NO.	DESCRIPTION	MANUFACTURER'S NAME & MODEL NO.	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
	PART A:				
1	a) 5/8" x 3/4" with direct cu. ft. reading register less connections		750		
2	b) 1" with direct cu. ft. reading less connections		100		
3	c) 1 1/2" with direct cu. ft. reading register w / two bolt flanges, gaskets, connections & internal strainers		10		



ITEM NO.	DESCRIPTION	MANUFACTURER'S NAME & MODEL NO.	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
	PART B:				
4	a) 5/8" x 3/4 " with direct cu. ft reading HRE register absolute encoder with 6 ft. NICOR Cable and connector with Badger / Beacon Orion Cellular LTE Module with install kit, less connections		2500		
5	a) 5/8" x 3/4 " with direct cu. ft reading HRE register absolute encoder less connections with Integral Orion Radio Module		2500		
6	b) 1" with direct cu. ft reading HRE register absolute encoder with 6 ft. NICOR Cable and connector with Badger / Beacon Orion Cellular LTE Module with install kit, less connections		250		
7	b) 1 " with direct cu. ft reading HRE register absolute encoder less connections with Integral Orion Radio Module		250		
8	c) 1 1/2 " with direct cu. ft reading HRE register absolute encoder with 6 ft. NICOR Cable and connector with Badger / Beacon Orion Cellular LTE Module with install kit, less connections		50		

ITEM NO.	DESCRIPTION	MANUFACTURER'S NAME & MODEL NO.	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
9	c) 1 1/2 " with direct cu. ft reading HRE register absolute encoder less connections with Integral Orion Radio Module		50		
	PART C:				
10	a) 2" meter w/flanges, gaskets, connections & external strainer reading register high resolution absolute encoder with 20 ft. NICOR cable and connector		50		
11	b) 3" meter w/flanges, gaskets, connections & external strainer reading register high resolution absolute encoder with 20 ft. NICOR cable and connector		15		
12	c) 4" meter w/flanges, gaskets, connections & external strainer reading register high resolution absolute encoder with 20 ft. NICOR cable and connector		10		
13	d) 4" ULFM meter w/flanges, gaskets, connections & strainer reading register high resolution absolute encoder with 20 ft. NICOR cable & connector		10		
14	e) 6" meter w/flanges, gaskets, connections & external strainer reading register high resolution absolute encoder with 20		10		

ITEM NO.	DESCRIPTION	MANUFACTURER'S NAME & MODEL NO.	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
	ft. NICOR cable & connector				
15	f) 6" ULFM meter w/flanges, gaskets, connections & strainer reading register high resolution absolute encoder with 20 ft. NICOR cable & connector		10		
16	g) 8" meter w/flanges, gaskets, connections & external strainer reading register high resolution incoder absolute encoder with 20 ft. NICOR cable & connector		5		
17	h) 8" ULFM meter w/flanges, gaskets, connections & strainer reading register high resolution absolute encoder with 20 ft. NICOR cable & connector		5		
18	i) 3" Fire Hydrant Meter w/ standard NST treads, bronze male & female couplings, direct read		36		
	PART D:				
19	Hersey Encoded Register adaptable to Orion Module and plotted from factory with three wire configuration with 20 ft. NICOR cable & connector For : 2"- 8" meters		50		

ITEM NO.	DESCRIPTION	MANUFACTURER'S NAME & MODEL NO.	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
20	Badger HRE Encoded Register adaptable to Orion Module potted from the factory with 3 wire configuration and 6 ft. NICOR cable & connection For: 5/8" – 1 1/2" PD meters		1,200		
21	Badger HRE Register with Orion Radio Integral Module and potted from factory with breakaway three ft three wire configuration For: 5/8"-1 1/2" PD's		500		
22	Badger HRE-LCD Encoded Register adaptable to Orion Module and potted from factory with three wire configuration with 20 ft. NICOR cable & connector For : 2"- 8" meters		200		
23	Neptune Encoded Register adaptable to Orion Radio Module and plotted from factory with three wire configuration with 20 ft. NICOR cable & connector For: 2"- 8" meters		50		
24	Sensus (Rockwell) etc. Encoded Register adaptable to Orion Radio Module and plotted from factory with three wire configuration with 20 ft. NICOR cable & connector For : 2"- 8" meters		50		



ITEM NO.	DESCRIPTION	MANUFACTURER'S NAME & MODEL NO.	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
	PART E:				
25	Orion AMR Radio Encoder Module w/ 6 ft. NICOR cable and connector and install kit		100		
26	Orion AMR Radio Encoder Module with 3ft pigtail and install kit		1500		
27	Orion Cellular AMI LTE Module with 6 ft. NICOR Cable and Connector and install kit		250		
28	Badger / Beacon Orion Cellular AMI Module with 3 ft. pig tail and install kit		250		
29	Service Unit fee for a ten year period per Badger / Beacon Orion Cellular Module (daily transmission of 15 minute interval data)		3000		

Total Bid: _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

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

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

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

TOTAL NET BID \$ =====

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____ DAYS.



HAVE YOU PROVIDED THE MANUFACTURER'S NAME AND PART NUMBER IN THE SPACE PROVIDED? _____

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



EXCEPTION SHEET

Event # 5396

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



NON-DISCRIMINATION STATEMENT

The prime contractor / bidder must certify 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



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: _____



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.) 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.