



**Towing of Abandoned/Derelict Vehicles and Illegally Parked Vehicles  
Annual Contract**

**EVENT NO. 5721**

**SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 Description of Scope of Work: These specifications will describe requirements for the handling of abandoned/derelict vehicles for the City of Savannah's Property Maintenance Department. Also covered in these specifications are other towing requirements including illegally parked vehicles for Savannah Chatham Metropolitan Police Department and Mobility & Parking Services Department (MPSD), vehicles involved in Savannah Chatham Metropolitan Police Department drug arrests, and immobilized vehicles for MPSD.

Before any head-out wrecker may tow any vehicle under this contract, all vehicles shall be in compliance with the applicable state and local laws and rules, and be registered with the Georgia Public Service Commission and inspected by the Georgia State Patrol. A certified passing Department of Transportation and/or Georgia State Patrol inspection must be on file in MPSD.

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, City Hall, third floor, 2 East Bay Street, Savannah, Georgia 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 Derelict and abandoned motor vehicle removal, storage, and disposition shall be in accordance with provisions of the City Ordinance Derelict Motor Vehicle Ordinance revised February 23, 1989 and Chapter 11, Sections 40-11-1 through 40-11-24 of the Official Code of Georgia Annotated (OCGA) pertaining to abandoned and/or derelict motor vehicles. Bids should be made for removal, storage, and disposition. See Attachment A. Tow fees and storage fees shall be set in accordance with the City of Savannah head out contract.

- 4.2 The contractor shall impound vehicles in a secure area for a period of 30 days as prescribed by the City's Derelict Motor Vehicle Ordinance.

The contractor shall provide for final disposition of vehicles after the 30-day impoundment period, if vehicles are not reclaimed by owners. All dispositions of vehicles will be in accordance with the provisions of the OCGA.

- 4.3 Abandoned Vehicles: The contractor shall complete and submit all applicable administrative information pertaining to the impoundment and disposition of abandoned vehicles in accordance with the OCGA.

The contractor shall impound and store vehicles in a secure area for a period of 30 days as prescribed by state law.

#### 4.4 Special Conditions

4.4.1 The contractor shall number each vehicle received for the purpose of locating it in the impounding area.

4.4.2 The contractor shall release a vehicle to an owner if claimed prior to the end of the holding period, provided proof of ownership (title or tag registration) is established and appropriate charges are paid.

#### 4.5 Removal

4.5.1 The contractor shall remove derelict or abandoned vehicles within three (3) days upon notification in writing from the Property Maintenance Department. If a vehicle is unable to be moved, it shall be reported to the Property Maintenance Department.

4.5.2 The contractor shall deliver vehicles to the storage site or such other locations as the City may designate.

4.5.3 The contract will be awarded to a bidder who guarantees the removal of at least 15 or more vehicles per week. The contractor shall be expected to conduct the removal operation primarily Monday through Friday during the hours of 8:00 A.M. to 5:00 P.M., so contact can be made with City officials if necessary.

4.5.4 The contractor shall remove all vehicle parts including motors, transmissions, tires, etc., present at any location where vehicle removal is performed.

4.5.5 The contractor shall apply oil absorbent treatment to any street surface where oil and/or other automobile fluids have leaked from the vehicle or automotive part removed.

#### 4.6 The contractor shall prepare and maintain records of vehicles removed. Records will include the following:

4.6.1 Date of tow and location from which vehicle removed.

4.6.2 Vehicle's owner's name, if known.

4.6.3 Vehicle make, year, and model.

4.6.4 Vehicle serial or I.D. number.

4.6.5 Vehicle state tag number.

4.6.6 Description of condition of vehicle.

4.6.7 Date vehicle was reclaimed by owner.

4.6.8 Date vehicle was disposed of, if not reclaimed.

- 4.6.9 Date vehicle returned and location, if known.
- 4.7 The contractor will provide a weekly report showing the V.I.N. to the Property Maintenance Department. In addition, the contractor will provide a monthly disposition report to the Property Maintenance Department.
- 4.8 The contractor shall provide the City with a telephone number where a contractor's representative can be reached at any time.
- 4.9 Should the City of Savannah mistakenly impound a vehicle, the contractor may bill the City for the cost of the tow. Such vehicles shall be returned to the owner within three (3) days after being requested by the City.
- 4.10 Vehicles must be towed within three (3) days of notice. Failure to do so may result in forfeiture of this contract.
- 4.11 The successful bidder shall be open a minimum of 40 hours per week Monday-Friday during normal business hours 8:00 A.M. to 5:00 P.M., to allow vehicle owners the opportunity to reclaim their impounded vehicles.
- 4.12 The maximum amount that the successful vendor will charge citizens for towing and storage of abandoned/derelict vehicles must be in accordance with rates specified in current City regulations.
- 4.13 It is expected that the removal of abandoned and derelict vehicles and the other towing requirements including in this contract will result in a revenue source to the City. If revenue is offered, it shall be entered on the bid proposal form as the unit price.
- 4.14 The contract will be awarded to the vendor(s) with the highest net income to the City and who meets all City specifications.
- 4.15 Other Towing Requirements: In addition to abandoned/derelict vehicles, the City has a need for towing of illegally parked vehicles, booted vehicles which have been immobilized due to excessive parking violations, and vehicles involved with SCMPD drug investigations. All towing and storage provisions outlined above shall apply to these vehicles. However, it is expected that the vast majority of these vehicles will be claimed by the owners so they should not be treated as abandoned/derelict.
- 4.15.1 Towing requests shall be anticipated at any hour. The vendor must respond to all calls from the City for towing services within 60 minutes. If the vendor cannot be reached by telephone, the City will call a wrecker service of its choice to provide the necessary service. The contract vendor shall be required to pay full cost of the non-contract towing service as a penalty for failure to perform.
- 4.15.2 The successful vendor may be allowed to provide alternative service (i.e. sub contract). Frequent use of a subcontractor may demonstrate on the part of the vendor, an inability to meet the City's needs and, as such, may result in termination of the contract. There may, however, be no pricing adjustment.
- 4.15.3 Tow fees and storage fees shall be set in accordance with the City of Savannah head out contract.

4.15.4 The City is hereby authorized to remove any vehicle from any street or other public property within the City, to include but not limited to the following:

- (a) City owned parking garage or parking lot;
- (b) Carriage stand;
- (c) Taxi stand; and
- (d) In any space which has been officially reserved by a sign so indicating.

4.16 The vendor is responsible for issuing payment to the City for the cost of towing if the citizen fails to reclaim their impounded vehicle.

4.17 The successful vendor will be responsible for procuring and installing appropriate signs at various City locations, i.e. Civic Center, City Market, etc., indicating how to claim illegally parked vehicles.

4.18 This is an annual contract. Prices shall remain firm for one (1) year from date of award of contract. The City reserves the right to renew this contract for up to three (3) additional twelve (12) month period if all terms and conditions remain the same and all parties so agree. The first term of this contract shall begin upon award and shall end on December 31, 2018. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

4.19 Insurance Requirements

#### Comprehensive General Liability

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

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

#### 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.

#### Workers Compensation

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

Minimum employer's liability limits:

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

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

#### Umbrella/Excess Liability

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

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

#### 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.

#### 5.0 General Conditions

##### 5.1 The bid response must include the following documents in this order:

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

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

5.2 Payment is to be made to:

City of Savannah Revenue Department  
132 E. Broughton St.  
Savannah, Georgia 31401

Remit payment with a copy of the City-issued invoice.

5.3 Account is to be paid in full within 30 days of billing. Failure to make timely payment after invoicing shall constitute grounds for default and termination of contract.

5.4 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in conjunction with this event must be acknowledged in order for a bidder's response to be considered.

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

**EXCEPTION SHEET**

Event # 5721

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

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

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

**EVENT NUMBER:**

**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: \_\_\_\_\_)**

**INDICATE OWNERSHIP STATUS OF BIDDER  
(CHECK ONE):**  
\_\_\_\_\_ NON-MINORITY OWNED \_\_\_\_\_ ASIAN AMERICAN  
\_\_\_\_\_ AFRICAN AMERICAN \_\_\_\_\_ AMERICAN INDIAN  
\_\_\_\_\_ HISPANIC \_\_\_\_\_ OTHER MINORITY (describe) \_\_\_\_\_  
\_\_\_\_\_ WOMAN (non-minority)

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



**ADDENDA ACKNOWLEDGEMENT**

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

\_\_\_\_\_

Signature

**\*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	Towing of abandoned vehicles	300		
2	Towing of illegally parked vehicles	60		
3	Towing of booted vehicles	200		
4	Towing of drug cars	50		
5	Unclaimed vehicles	30		

\*Quantities are estimates only.

TOTAL BID \$ \_\_\_\_\_  
(Amount to be paid to the City)

CAN YOU MEET THE RESPONSE TIME REQUIREMENTS AS STATED IN SECTION 4.10?

\_\_\_\_\_

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 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**

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

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

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

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

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

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

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

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

**Joint Venture Disclosure**

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

Joint Venture Firms	Level of Work	Financial Participation

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

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

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

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

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

## Developing a Strong M/WBE Participation Plan

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

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

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
Employment Eligibility Verification

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

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

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

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

\* \* \* \* \*

## **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

## ***Affidavit Verifying Status for City of Savannah Benefit Application***

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

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

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

**OR**

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

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

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ 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.