

**EVENT NO. 5893**

**LOT CLEARING - EAST**

**SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 **Description of Work:** The purpose of these specifications is to obtain services for lot clearing for the east side of the City of Savannah, to include the east side of Bull Street extending to White Bluff Road and onto Coffee Bluff Road and everything east to the City limits, north and south to the City limits of the City of Savannah. See Attachment A for full map of specified area.

**This event is only open to Savannah Business Enterprise (SBE) certified firms. Responses received from non-SBE certified firms will not be opened or read aloud. For more information about the Savannah Business Enterprise program, please visit the City's Office of Business Opportunity's webpage (<http://savannahga.gov/483/Office-of-Business-Opportunity>).**

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. 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 in the office of the Purchasing Department, Savannah Morning News Building, second floor, 1375 Chatham Parkway, Savannah, Georgia 31405. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

4.1 **Scope of Services**

Clearing services shall include the following:

- 4.1.1 Cut, remove, and properly dispose from vacant lots and vacant building properties all vegetation and debris, including such items as appliances, furniture, household items, tires, discarded construction/building materials, or other discarded debris in violation of the City code, including previously cut trees, small fallen trees, and fallen tree limbs. All of the identified property is to be cleaned up to the curb or lane. Trash and litter shall mean any debris within the grounds maintenance project area including, but not limited to, paper, plastic, cans, bottles (including broken glass), cardboard, rags, bottle tops, limbs, and branches four (4") inches or smaller in diameter. The contractor(s) shall not discharge grass, weeds, or debris onto a street,

sidewalk, and/or right of way. Cut grass and debris that falls or is thrown by equipment upon the pavement, streets, curb and gutter, sidewalk, or adjacent properties through the action of the work crew, shall be removed prior to leaving the project area. Hedges and bushes shall be trimmed back to three inches (3") height to expose the structure. No accumulated debris may be left by the contractor on or near assigned lots, lanes, public right of way, unauthorized trash can, or dumpster.

All abandoned/derelect vehicles on a vacant lot shall be referred to the Code Compliance Department at (912) 651-6770 for removal.

- 4.1.2 Mowing, edging, and trimming: All areas shall be mowed with sharp mower blades at all times to provide a quality cut. Clippings will be left on the lawn as long as no readily visible clumps remain on the grass surface 36 hours after mowing. Otherwise, large clumps of clippings shall be distributed by mechanical blowing or collected and removed by the contractor. Sidewalks, fences, driveways, and other surfaced areas bordered by grass will be edged. The contractor will clean all clippings from sidewalks, curbs, and roadways immediately after mowing and/or edging. Clippings shall not be swept, blown, or otherwise disposed of in streets or sewer drains. All of the identified property is to be cleaned up to the curb or lane. No accumulated debris may be left by contractor(s) on or near assigned lots, lanes, public right of way, unauthorized trash can, or dumpster.
- 4.1.3 Vegetation and underbrush shall be cut if within 150 feet from any building, structure, recreational area (not including the width of any intervening street), or within 125 feet from a street right of way, unless otherwise directed. All other areas will be cut to a height of not greater than three (3) inches.
- 4.1.4 Injury to property or any surrounding property shall be reported immediately to the Code Compliance Department.
- 4.1.5 All work is to be completed within 72 hours from date contractor is notified to proceed.
- 4.1.6 The contractor(s) shall take color digital photos of the front, side, and rear of all property immediately prior to beginning work and again immediately after the work has been completed. The dates on the photos must be the same. Large projects requiring more than one (1) day to complete should have photos of interim stages to document the need for additional time. Photographs must include a fixed object that can be used to identify the property. The same fixed objects must appear in both the before and the after photos with the same angle and scale. The Code Compliance Department case number and property identification number (PIN) of the photographed lots must be displayed on the initial "before" and "after" photograph, followed by the photos depicting the lot. The dated photos will be turned into the technician with the completed work package. It is the contractor's responsibility to provide a digital camera capable of at least twelve (12) mega pixels with image resolution of 1280 by 1224 that adds date stamp on the face of picture. Handwritten date/time on the photograph will not be accepted.

a) **Measuring implements:** A measuring device approved by the Code

Compliance Department must be used in photographic evidence, to clearly distinguish the height of the grass/weeds on the parcel to be mowed.

- b) **Printer:** The contractor shall be required to have access to a high capacity color printer capable of 200 imprints.

## 4.2 Detailed Specifications

- 4.2.1 The contractor must have preferably three (3) years of similar commercial and/or government experience (see Attachment 1). Attachment 1 must be included in the bid response in order for a bid to be considered.
- 4.2.2 The contractor shall provide all materials, labor, tools, equipment, supervision, utilities, insurance, and consumables to complete the projects as specified below.
- 4.2.3 The City of Savannah will organize the lots to be cleared by geographic location. The contractor will be assigned a list of sites. Upon completion and approval of the assigned list, the contractor(s) may be assigned a new list of sites. The contractor(s) must be able to accurately locate lots by Parcel Identification Number (PIN) within the City of Savannah.
- 4.2.4 The City reserves the right to quote/bid large or time-sensitive projects.

- 4.3 **Invoices:** Payment for work performed will be made when the Code Compliance Department is satisfied that all properties in the contractor's assignment package meet the above specifications. The contractor will be allowed a maximum of 48 hours to correct any deficiencies identified by the Code Compliance Department. Invoices for clearing shall be mailed or delivered to the City of Savannah Code Compliance Department within five (5) working days following completion of clearing services, which should be fifteen (15) days after the work has been assigned. All invoices shall include PIN, property address, cutting date, and price per lot packet.

Original invoices should be mailed to or delivered by the fifteenth day after work is assigned. Anything received later than this date is subject to the discretion of the Code Compliance Department for payment:

City of Savannah  
Code Compliance Department  
P.O. Box 1027  
Savannah, GA 31402

- 4.4 The bid proposal form presents categories of lots grouped according to ranges of total square feet of lot size within that category with a possible add-on fee if excessive debris

removal is required. The majority of the lots assigned for cutting by the City will be in the medium category ranging from 1,001 to 3,000 square feet.

The base price must include the removal of clippings, tree limbs, and other vegetation generated from the normal cutting of the lot. Where lots contain excess debris the add-on fee is provided to cover the additional work requirements of the debris removal and must be verified and approved by the Code Compliance Department prior to the work being performed.

- 4.5 Further information regarding work required under this contract may be obtained by calling a Code Compliance technician, (912) 651-6770.
- 4.6 **References:** Vendors are required to include in bid, a minimum of three (3) references including company name, contact person, and phone number for whom he has completed contracts with a similar scope of work (see Attachment 1). Attachment 1 must be included in the bid response in order for a bid to be considered.
- 4.7 **Equipment Requirements:** The contractor awarded this contract must have sufficient equipment to meet the service demands during peak seasonal periods. At a minimum, the following equipment should be available at all times. Proof of ownership or valid purchase agreement on all specified equipment must be provided as part of this qualification process.

#### 4.7.1 Small Equipment

1. 2 each - Weed-eater type line trimmers
2. 2 each - Push-type mowers with industrial/commercial engines
3. 2 each - Brush ax
4. 2 each - Swing blades
5. 1 each - Digital camera with twelve (12) megapixels and image resolution of 1280 by 1224, with the ability to date stamp of the face of picture
6. 1 each - Printer (personal or accessible)
7. The successful contractor will be required to have a surveyor's distance wheel, available from a surveyor's equipment supplier

#### 4.7.2 Heavy Equipment

1. 2 each - Commercial tractors capable of pulling a bush-hog (40 horsepower at minimum)
2. 2 each - Bush hogs with a four foot (4') to five foot (5') diameter cutting area
3. 1 each - Flat bed or heavy axle dump truck

Vendors are required to include in bid, a list of equipment owned/leased and must make equipment available for review upon request (see Attachment 2). Attachment 2 must be included in the bid response in order for a bid to be considered.

- 4.8 The listed equipment is the minimum required. The contractor must have sufficient equipment and manpower to handle the volume of work required. If the contractor does not own this equipment they must demonstrate the ability to lease/rent the required equipment.

- 4.9 No subcontracting shall be allowed under this contract.
- 4.10 It is estimated that approximately 250 properties will be assigned to the contractor(s) during the contract period.
- 4.11 The City reserves the right to award to a primary, secondary, and tertiary contractors. During the term of the contract, the City will call on the secondary and tertiary contractors only when it is determined that the primary contractor is unable to start or complete services as stated in the specifications. If, during the term of the contract, any or all awarded contractors default and/or are terminated, the City reserves the right to award this contract to subsequent bidders if terms, rates, and conditions remain the same.
- 4.12 **Insurance Requirements**

This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein. The City reserves the right to award this contract to multiple bidders and/or to award primary, secondary, and tertiary vendors if it is deemed to be in the City's best interests.

#### 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

4.13 This is an annual contract and prices are to be held firm. The first term shall begin on the date of the award and end on December 31, 2018. All renewal options if exercised shall begin on January 1<sup>st</sup> and shall end on December 31<sup>st</sup> of each subsequent year. This agreement may be renewed up to two (2) additional twelve (12) month periods, if all contracting parties so agree and services by the vendor have been satisfactory.

4.14 Satisfaction of DBE Goals; Good Faith Effort

The process by which the City determines whether an Offeror has met the City's DBE goal is set forth in the guidelines below:

- a. A bid shall be considered non-responsive unless a bidder meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. In order to meet the DBE goal of a solicitation, a bidder entity must submit the following information:
  - i. The names and addresses of each DBE that will participate in the contract;
  - ii. A description of the work that each DBE will perform;
  - iii. The percentage of the contract value that each DBE will receive.
  - iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each DBE whose participation the bidder submits to meet the contract goal; and
  - v. Written confirmation, in a form acceptable to OBO, from each DBE that it will participate in the contract as indicated by the bidder.
- c. The bidder should submit the above information as follows:
  - i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
  - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after OBO notifies the bidder that it has not provided all the required information with its response. Failure to provide the City of Savannah with this

information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.

e. Determination of Good Faith Effort.

- i. A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.
- ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
  1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of DBEs.
  2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
  3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
  4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.
- iii. In determining whether a bidder has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.



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 DBE Participation
- Other requested submittals as stated

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 in conjunction with this event must be acknowledged in order for a bidder's response 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](http://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.

**BID PROPOSAL FORM**

**(SUBMIT AS THE COVER SHEET)**

City of Savannah Purchasing Department  
2<sup>nd</sup> Floor, Savannah Morning News Building  
1375 Chatham Parkway  
Savannah, Georgia 31402

EVENT NUMBER: 5893

Business Location: (Check One)

ATTN: Purchasing Director

Chatham County  
 City of Savannah  
 Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED A CONTRACT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ALL MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THE BID PROPOSAL FORM CONTAINED IN THESE SPECIFICATIONS TO BE CONSIDERED.**

**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:  
(Please describe \_\_\_\_\_)  
 WOMAN (non-minority)

**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.**

<b>Category</b>	<b>Square Foot Range</b>	<b>Base Price</b>
Small	Less than 100 SF	\$
Medium	1,001 – 3,000 SF	\$
Large	3,001 – 6,000 SF	\$
Additional Fees	Lots exceeding 6,000 SF	\$
Lots exceeding 6,000 square feet will be paid the base price and any additional fees per square footage and the appropriate add-on fee for debris removal if required.		

<b>Excess Debris Removal Fees</b>	
<b>Category</b>	<b>Debris Add-On</b>
Small	\$
Medium	\$
Large	\$
Additional Fees	\$

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

\$

=====

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 1 WITH YOUR BID? \_\_\_\_\_

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 2 WITH YOUR BID? \_\_\_\_\_

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

**COMMERCIAL AND/OR GOVERNMENT EXPERIENCE VERIFICATION**

**Attachment 1**

In the space below, list references dating back preferably three (3) years of similar commercial and/or government experience per section, 4.2.1. 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 4.7.  
Attachment 3 must be included in the bid response in order for a bid to be considered.

<b>Small Equipment:</b>	<b>Quantity</b>	<b>Year, Make &amp; Model Owned</b>
Weed-eater type line trimmers		
Push-type mowers with industrial/commercial engines		
Brush ax		
Swing blades		
Map Book		
Surveyor's distance wheel		
<b>Heavy Equipment:</b>		
Bush hogs with a 4' - 5' diameter		
Commercial tractors capable of pulling a bush-hog (40 horsepower at minimum)		
Flat bed or heavy axle dump truck		

**EXCEPTION SHEET**

**Event # 5893**

**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 bidder certifies that:

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

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**Signature**

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**Title**



**OFFICE OF BUSINESS OPPORTUNITY**  
**SCHEDULE OF DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION<sup>1</sup>**

<b>EVENT NUMBER:</b>		<b>PROJECT TITLE:</b>			
<b>PRIME CONTRACTOR NAME:</b>		<b>ADDRESS:</b>		<b>PHONE:</b>	<b>FAX:</b>
SUBCONTRACTOR NAME	ADDRESS and PHONE NUMBER	SERVICES/WORK TO BE PERFORMED	DBE? (Y/N)	SUB-CONTRACT AMT (% OF TOTAL BASE BID)	SUB-CONTRACT AMT (\$)
<b>TOTAL BASE BID<sup>2</sup></b>					\$
<b>TOTAL PROPOSED DBE SUBCONTRACTS<sup>2</sup></b>					\$
<b>BIDDER'S PROPOSED DBE PARTICIPATION<sup>3</sup></b>					%

I hereby certify that the above is a true reflection of proposed subcontracts, and that said firms shall be contracted to work on the trades specified and/or supply materials and/or equipment for this project. I have included a properly executed letter of intent for each DBE firm mentioned in this schedule with our response.

<b>Name and Title of Authorized Representative</b>	<b>Signature</b>	<b>Date</b>
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<sup>1</sup> Form to be completed and signed by the bidder/offeror; Use additional sheets if necessary.  
<sup>2</sup> To be provided only when the solicitation requires that the bidder/offeror include the dollar amount in its bid.  
<sup>3</sup> Total proposed DBE participation (\$) divided by bidder's total base bid (less any exclusions specifically mentioned in the solicitation), or total of all DBE Participation (%) if dollar amount is not required.

**DBE SUBCONTRACTOR PAYMENT REPORT**

Contract #:	Contract Amount:	Date Form Submitted:	
Project Name:		Project Completion Date:	
Prime Contractor:		Period Ending:	Amt. Paid to Prime:
Contact Person:	Telephone#: ( )	Fax#: ( )	

**SUBCONTRACTING INFORMATION**

TO BE SUBMITTED TO THE CITY OF SAVANNAH OFFICE OF BUSINESS OPPORTUNITY

DBE Subcontractor	Telephone #	Description of Work	Original Agreed Price	% of work Completed to Date	Amount Paid This Period	Amount Paid To Date
<b>Total Amount Paid to Subcontractors to Date:</b>						

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

Signature:	Title:	Date:
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**Note:** The information provided herein is subject to verification by the Office of Business Opportunity.

**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).

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### **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.

