

PROTECTIVE COATINGS

EVENT NO. 5417

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 Sealed proposals for protective coatings will be received from by the City of Savannah in the office of the Purchasing Director until 1:30PM EST on Tuesday, June 5, 2018. The Minority Employment Provisions will be evaluated and those bids found to be in compliance with the Minority Employment Provisions shall be opened and read aloud at 1:30PM EST on Tuesday, June 12, 2018. Electronic responses will not be accepted for this event.

The purpose of these specifications is to describe requirements for labor, materials, and equipment required for protecting and/or rehabilitating the interior of concrete sanitary sewer structures by application of a coating to protect the concrete structure from hydrogen sulfide acid generated by microbiological sources present in the municipal wastewater environment. The protective coating shall also eliminate infiltration, repair voids, and enhance the structural integrity of the sanitary sewer structure.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 1375 Chatham Parkway, 2nd floor, 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 Cementitious material shall not be allowed for the protective coating, however, it will be allowed for patching operations.
- 4.2 The structures to be rehabilitated for this bid include force main discharge manholes, drop manholes, and lift station wet wells. The protective coating shall be a polymer based polyurethane or a high-build, solvent-free epoxy coating. For lift station wet wells, the coating limits shall include from the bottom of fillet, wet well walls, and roof. Coating system shall overlap one inch (1") to two inches (2") where hatches sit on the roof, but shall exclude the wet well floor. For manholes, the coating limits shall be included from the flow line in the trough of the invert up to the ring and top with a one inch (1") to two inch (2") overlay on the ring. Procedures for surface preparation, cleaning, application, and testing are described herein.
- 4.3 References
- 4.3.1 ASTM D638 – Tensile Properties of Plastics.
 - 4.3.2 ASTM D790 – Flexural Properties of Unreinforced/Reinforced Plastics.
 - 4.3.3 ASTM D695 – Compressive Properties of Rigid Plastics.
 - 4.3.4 ASTM D4414 – Standard Practice for Measurement of Wet Film Thickness of Organic Coatings by Notched Gauges.
 - 4.3.5 ASTM D4541 – Pull off Strength of Coatings Using a Portable Adhesion Tester.
 - 4.3.6 ASTM D2584 – Volatile Matter Content.
 - 4.3.7 ASTM D2240 – Durometer Hardness, Type D.

- 4.3.8 ASTM D543 – Resistance of Plastics to Chemical Reagents.
- 4.3.9 ASTM C109 – Compressive Strength Hydraulic Cement Mortars.
- 4.3.10 ACI 506.2-77 – Specifications for Materials, Proportioning, and Application of Shotcrete.
- 4.3.11 ASTM C478 – Bond Strength to Concrete: Concrete Failed.
- 4.3.12 ASTM C496 – Tensile Strength of Chemically Setting Silicate and Silica Chemical Resistant Mortars.
- 4.3.13 ASTM C579 – Compressive Strength of Chemically Setting Silicate and Silica Chemical Resistant Mortars.
- 4.3.14 ASTM – The published standards of the American Society for Testing and Materials, West Conshohocken, PA.
- 4.3.15 NACE – The published standards of National Association of Corrosion Engineers (NACE International), Houston, TX.
- 4.3.16 SSPC – The published standards of the Society of Protective Coatings, Pittsburgh, PA.
- 4.3.17 ASTM C396 – Compressive Strength of Cement Mortars.
- 4.3.18 ASTM C580 – Standard Test Method for Flexural Strength and Modulus of Elasticity of Chemical Resistant Mortars, Grouts, Monolithic Surfacing, and Polymer Concrete.
- 4.3.19 ASTM D4541 – Standard Test Method for Drying Shrinkage of Mortar Containing Hydraulic Cement.
- 4.3.20 ASTM D4787 – Standard Practice for Continuity Verification of Liquid or Sheet Depth Applied to Concrete Substrates.

4.4 Submittals

All information below must be submitted with a bid to be further considered.

Product Data

- A. Technical data sheet on each product used, including ASTM test results indicating the product conforms to, and is suitable for, its intended use per these specifications.
- B. Material Safety Data Sheets (MSDS) for each product used.
- C. Project specific guidelines and recommendations.
- D. Warranty certificate in accordance with Section 4.9.
- E. For Lift Station wet wells, the successful bidder shall provide the following:
 - 1. Provide reference documentation to confirm that the proposed coating proposed coating system has a proven record of performance when used in the intended application, including a list of at least five (5) successful installations that have been in service for a period of ten (10) years. The reference list shall include the name of the facility, the application date, a contact person, and telephone number.
 - 2. Applicator Qualifications

- Manufacturer certification that the applicator has been trained and approved in the handling, mixing, and application of the products to be used.
- Certification that the equipment to be used for applying the products has been manufactured or approved by the concrete rehabilitation products manufacturer, protective coating manufacturer, and certified for proper use for this specific application.
- Written documentation of four (4) recent references of the applicator (involving wet wells with surface area of approximately 3,000 square feet) indicating successful application of a polyurethane or a high-build solvent-free epoxy coating.
- Applicator must provide written documentation of having installed a minimum of 40,000 square feet of protective coating similar to that specified within the last two (2) years.
- Any project specific guidelines for the project.
- Design details for any additional ancillary systems and equipment to be used in site and surfaced preparation, application, and testing.

4.5 Quality Assurance

- 4.5.1 Applicator shall initiate and enforce quality control procedures consistent with applicable ASTM, NACE, and SSPC standards and the protective coating manufacturer's recommendations.
- 4.5.2 Coating manufacturer's authorized field representative shall be on site prior to the application of the coating system to verify that the substrate has been properly prepared, and during the application of the coating system to certify that the coating system has been properly applied. The authorized field representative will provide the City with an accurate and objective written report stating inspection observations on the preparation, application, and final inspection verifying adherence to coating manufacturer recommendations, industry standards, and the written specifications.

4.6 Delivery, Storage, and Handling

- 4.6.1 All materials are to be kept dry, protected from weather, and stored under cover.
- 4.6.2 Protective coating materials are to be stored according to manufacturer's recommendations. Materials not to be stored near flame, heat, or strong oxidants.
- 4.6.3 Repair and protective coating materials are to be handled according to their material safety data sheets.

4.7 Site Conditions

- 4.7.1 The applicator shall conform to all local, state, and federal safety and environmental regulations including those set forth by OSHA, RCRA, and the EPA, and any other applicable authorities. In addition, the contractor must possess the necessary certifications and licenses as required by the State of Georgia to transact utility contracting business.
- 4.7.2 During coating operations of existing manholes and lift station wet wells, the City shall provide temporary flow bypassing of the structure. Coordination of the scheduling and the method of the bypassing will be established between the City and the contractor. This effort will be accomplished

as a part of a pre-construction meeting at which time a prioritized listing and schedule of the wet wells and manholes to be rehabilitated will be identified.

4.8 Access to the Work Site

4.8.1 The contractor shall provide proper facilities for such access and observation of the work and also for any inspection or testing by others. If any work is covered contrary to the request of the City of Savannah Representative, it must, if requested by the City of Savannah Representative, be uncovered for observation and replaced at the contractor's expense.

4.8.2 The contractor shall provide access to site inspection.

4.9 Warranty

4.9.1 Materials

The top coat manufacturer shall warrant the manufacturer's materials used on wastewater structures against failure of the system resulting in biogenic corrosion caused by exposure to sanitary sewer environment for the period of ten (10) years from the date of certified inspection and acceptance by the Owner. Within 60 days of receiving written notice from the City, the manufacturer shall replace any defective product and the approved application contractor shall repair defects in materials and/or workmanship which may develop during the warranty period.

4.9.2 Application

The applicator shall warrant that all coating work performed shall be free of significant defects in materials and/or workmanship for a period of ten (10) years from the date of certified inspection and final acceptance by the City. The applicator shall remove, replace, or repair as he/she deems appropriate, such defective work.

4.9.3 Bypassing

In the event of liner failure, the City of Savannah Conveyance Department shall assist application contractor to make the necessary repairs by bypassing the structures to be repaired. The City shall not bear any additional costs of coating repairs, such as dewatering and cleaning structures, providing coating underlayment or top coat materials, or applying the coating system.

4.10 Products

4.10.1 Repair Materials

- A. Cementitious patching, repair, and structural restoration materials used shall be only those specified and pre-approved. Project specific submittals shall be provided including application, cure time, and surface preparation procedures, which permit optimum bond strength with protective coating.
- B. Repair materials shall be used to fill voids, structurally reinforce, and/or rebuild substrate surfaces, etc. as determined necessary by the engineer and protective coating applicator. Quick blending, rapid setting, high early strength, fiber reinforced, non-shrink repair mortar that can be troweled or pneumatically spray applied must be compatible with the specified protective coating and shall be applied in accordance with the manufacturer's recommendations.
- C. The following products are accepted and approved as compatible repair basecoat materials for protective top coating for use within the specifications:

1. Infiltration control: All fast setting materials furnished shall be applied directly to active leaks under hydrostatic pressure from the exterior of the concrete in wet well structures or control by dewatering methods. Materials shall consist of rapid setting cements and various accelerating agents. Material shall not contain chlorides, gypsum, or metallic particles. Should groundwater be encountered, the contractor shall be responsible for utilizing a dewatering system(s) to remove water from the excavations.
2. Repair, patching, and structural restoration: All material furnished shall be designed to fill voids and to repair or reconstruct where no hydrostatic pressure exists. Material shall consist of rapid setting cements, NSG aggregates, and various accelerating agents. Material shall not contain chlorides, gypsum, or metallic particles.

All structural restoration materials shall be specifically designed for the rehabilitation of wastewater pump station wet wells and other related concrete structures. Materials shall contain poly fiber reinforcement, fused calcium aluminate, and chemical admixtures.

D. Structural restoration material properties

Product types	Calcium Aluminate Cement OR Underlayment concrete must be approved by top coat system manufacturer
Cure Time	< 48 hours
Curing gases	Non-toxic
Compressive Strength	9,000 PSI
Tensile Strength	500 PSI
Flexural Strength	600 PSI
Shrinkage	0% at 90% relative humidity

4.10.2 Force main discharge manholes, drop manholes, air release valve manholes, and lift station wet wells

A. Structural restoration and coating products

1. Raven lining systems products
2. Sauereisen lining products 02555-8
3. Spectrashield liner system products
4. Approved equals will be considered

B. Protective coating material

Product type	Polyurethane or solid Epoxy
Color	Light
Compressive Strength	15,000 PSI
Tensile Strength	1,500 PSI
Hardness	Type D 60
Bond Strength – Concrete	> Tensile strength of concrete
Dry Film Thickness	125 mils

4.10.3 Structural Restoration Material and Protective Coating Application Equipment: Structural restoration mortars and protective coatings shall be applied with manufacturer approved equipment.

4.11 Acceptable Applicators

- 4.11.1 Repair mortar must be applied by manufacturer trained and approved applicators. The repair mortar shall be applied according to manufacturer's recommendations.
- 4.11.2 Protective coating must be applied by a certified applicator of the protective coating manufacturer and according to manufacturer specifications.

4.12 Examination

- 4.12.1 Appropriate actions shall be taken to comply with local, state, and federal regulations and other applicable agencies with regard to environment, health, and safety.
- 4.12.2 The contractor shall provide a minimum 24 hour notice to the City of Savannah Inspector/Representative for the following conditions:
 - A. After final surface preparation is completed, but before structure rehabilitation.
 - B. After patching operations have cured.
 - C. After each coating layer is applied.
- 4.12.3 Installation of the protective coating shall not commence until the concrete substrate has properly cured in accordance with these specifications.
- 4.12.4 After the award of the contract, a pre-construction meeting will be held to determine a schedule and chronology of the structures to be rehabilitated as a part of this contract. It is the intent to begin the rehabilitations and to continue until completion.
- 4.12.5 Temperature of the surface to be coated should be maintained between 60° F and 100° F during application. Prior to and during application, care should be taken to avoid exposure of direct sunlight or other intense heat source to the structure being coated. Where varying surface temperatures do exist, care should be taken to apply the coating when the temperature is falling versus rising (i.e., late afternoon into evening vs. morning into afternoon).

4.13 Surface Preparation

- 4.13.1 The applicator shall inspect all surfaces specified to receive a protective coating prior to surface preparation. The existing piping, valves, and appurtenances shall be protected during structural rehabilitation and protective coating application.
- 4.13.2 The pipes and connectors are to be top coated with 30-50 mils DFT nominal. The pipes and connectors shall be primed by the fabricator with epoxy primer (not cold tar or asphaltic base) that is compatible with the protective coating. The pipes and connectors will be in place as specified as a part of another contract bid effort to meet those conditions. After installation, the pipes are to be pressure washed using at a minimum 5,000 PSI and 4 GPM washer and/or abrasive blast cleaned to an SSPC-SP7 brush-off specification as necessary for the window of over-coating of the primer.
- 4.13.3 All contaminants including oils, grease, incompatible existing coatings, waxes, for release, curing compounds, efflorescence, sealers, salts, or other contaminants shall be removed from the surface to be rehabilitated.
- 4.13.4 All concrete or mortar that is not sound or has been damaged by chemical exposure shall be removed to a sound concrete surface or replaced.

- 4.13.5 Old concrete must be firm and structurally sound as specified by the engineer.
- 4.13.6 Surface preparation method(s) should be based upon the conditions of the substrate, service environment, and the requirements of the protective coating to be applied.
- 4.13.7 Surfaces to receive protective coating shall be cleaned and abraded to produce a sound surface with adequate profile and porosity to provide a strong bond between the protective coating and the substrate. At a minimum, this will be achieved with a low pressure water cleaning equipment using a 0 degree rotating nozzle at a minimum 3,500 PSI and 4 GPM. Other methods such as high pressure water jetting (refer to NACE Standard No. 6/SSPC-SP 13), abrasive blasting, shot-blasting, grinding, scarifying, and/or acid etching may also be used. In addition, detergent water cleaning and hot water blasting may be necessary to remove oils, grease, or other hydrocarbon residues from the concrete. The method(s) used shall be performed in a manner that provides a uniform, sound, clean, neutralized surface that is not excessively damaged. The City will remove the surface preparation debris from the bottom of the structure after the completion of the surface preparation at the request of the contractor.

4.14 Application of Repair Materials

- 4.14.1 Areas where structural steel has been exposed or removed shall be repaired in accordance with the project engineer's recommendations.
- 4.14.2 Repair/structural restoration materials shall meet the specifications here and as described in Section 4.10.1 of these specifications. The materials shall be applied utilizing proper equipment on to specified surfaces. The structural restoration material shall match the original undamaged surface.
- 4.14.3 Infiltration shall be stopped by using a material which is compatible with the specified repair mortar, waterproof quick setting mortar-type that is suitable for top coating with the specified protective coating. The contractor shall completely identify the types of grout, mortar, and sealant for repair of leak defects and provide case histories of successful use.
- 4.14.4 Infiltration areas that require crack injection shall be covered in this scope of work. Injection holes shall be drilled through the wet well at 120 degree angles from each other at the same plane of elevation. Rows shall be separated no more than three (3) vertical feet, and the holes shall be staggered with the holes in the rows above and below. Provide additional injection holes near observed defects and pipe seals. A minimum of six (6) injection holes shall be provided per defect.

Grout shall be injected through holes under pressure with a suitable probe. Injection pressure shall not cause damage to the wet well structure or surrounding surface features. Grout shall be injected through the lowest holes first. Grouting from the ground surface will not be allowed. Provide additional injection holes if necessary to ensure grout travel, verified by field observation of grout at adjacent defects or holes. Patch injection holes using a waterproof quick setting mortar after cleaning with a drill.
- 4.14.5 The approved repair materials shall provide a smooth surface with an average profile equivalent to coarse sandpaper to optimally receive the protective coating. No bug holes or honeycomb surfaces should remain after the final trowel procedure of the repair mortar.
- 4.14.6 The repair materials shall be permitted to cure according to manufacturer recommendations. Curing compounds should not be used unless approved for compatibility with the specified protective coating.
- 4.14.7 After required cleaning and repair is performed, all surfaces shall be inspected for remaining laitance prior to protective coating application. Any evidence of remaining contamination or laitance shall be removed by additional abrasive blast, shot-blast, or other approved method. If repair materials are used, refer to these specifications for surface preparation. Areas to be coated must also be prepared

in accordance with these specifications after receiving a repair mortar and prior to application of the protective coating.

4.15 Application of Protective Coating

- 4.15.1 Application procedures shall conform to the recommendations of the protective coating manufacturer, including material handling, mixing, environmental controls during application, safety, and spray equipment.
- 4.15.2 The equipment shall be specifically designed to accurately ratio and apply the specified protective coating materials and shall be regularly maintained and in proper working order.
- 4.15.3 The protective coating material must be applied by a certified applicator of the protective coating manufacturer.
- 4.15.4 Specified surfaces shall be coated by a moisture tolerant, solvent-free, protective coating properties as described in these specifications.
- 4.15.5 Application equipment approved by the coating manufacturer shall be used to apply each coat of the protective coating.
- 4.15.6 If necessary, subsequent top coating or additional coats of the protective coating should occur as soon as the basecoat becomes tack free, ideally within twelve (12) hours but no later than the recoat window for the specified products. Additional surface preparation procedures will be required if this recoat window is exceeded.

4.16 Testing and Inspection

- 4.16.1 During application a wet film thickness gauge meeting ASTM D4414 – Standard Practice for Measurement of Wet Film Thickness of Organic Coatings by Notched Gauges, shall be used to ensure a uniform thickness during application.
- 4.16.2 After the protective coating has set hard to the touch it shall be inspected with high-voltage holiday detection equipment meeting ASTM D4787 – Standard Practice for Continuity Verification of Liquid or Sheet Depth Applied to Concrete Substrates. The spark tester shall be initially set at 100 volts per 1 mil (25 microns) of film thickness applied. All detected holidays shall be marked and repaired by abrading the coating surface with grit disk paper or other hand tooling method. After abrading and cleaning, additional protective coating material can be hand applied to the repair area. All touch-up/repair procedures, for areas that do not meet the specified thickness, shall follow the protective coating manufacturer's recommendations.

The NACE OR SSPL Certified Coatings Inspector must be present and monitor the holiday testing (and repairs, if necessary). The final inspection report is to include the holiday testing results.

- 4.16.3 A final visual inspection shall be made by the Inspector and manufacturer's representative. Any deficiencies in the finished coating shall be marked and repaired according to the procedures set forth herein by the applicator.

4.17 Payment

- 4.17.1 Payment shall be based on the work required as described in this specification and contract. Payment for wet well and manhole rehabilitation will be made on unit costs based as included in Bid Proposal Form.

4.17.2 The unit cost for the structure rehabilitation shall include all expenses for mobilization, traffic control, infiltration elimination, surface preparation, installation inspection, required testing, and all other incidental work to complete the specified improvements as described.

4.17.3 Payment for work completed will not be approved until the successful testing and inspection of a structure is completed – as described in Section 4.16. The unit costs in the Bid Proposal Form for manhole and cylindrical wet wells will be established utilizing a vertical foot measurement basis for the diameter of the structure being rehabilitated. The unit costs for non-cylindrical wet wells will be established utilizing a square foot measurement basis. Pricing for both cylindrical and non-cylindrical structures will include a proposed cost for both one inch (1”) and two inch (2”) cementitious structural restoration applications. It is anticipated that majority of the structures to be rehabilitated will require one inch (1”) of structural restoration. For structures requiring two inches (2”) of structural restoration, it will be the responsibility of the contractor to document the condition with the City prior to the structural restoration installation. This timely communication will be the basis for payment approval for surfaces requiring more than one inch (1”) structural restoration.

4.18 This is an annual contract. Prices shall remain firm. 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. 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

4.19.1 Comprehensive General Liability

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

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

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

4.19.2 Commercial Automobile Liability

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

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

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

4.19.3 Workers Compensation

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

Minimum employer's liability limits:

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

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

4.19.4 Umbrella/Excess Liability

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

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

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

4.19.5 General

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

Any modifications to specifications must be approved by the City.

4.20 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.

4.21 Hire Savannah Program Participation

- 4.21.1 The City of Savannah seeks to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this priority, the City of Savannah Mayor and Aldermen endorse efforts to establish hiring agreements with businesses benefitting from municipal contracts with the City to hire local workers residing in the city of Savannah, Georgia.
- 4.21.2 To the extent otherwise permitted by law, the requirements of the Hire Savannah Program shall be included in all bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.
- 4.21.3 To assist contractors in maximizing local labor use, the City of Savannah has partnered with WorkSource Coastal (WSC). WSC assists employers and job seekers in meeting job training and employment needs throughout the ten county coastal region including Savannah and Chatham County. WSC will post contractor job openings, coordinate recruitment among partner agencies, and refer qualified candidates to contractors for hiring consideration. Additional employer services are also available through WSC, including federally-subsidized training and/or wages for eligible activities.
- 4.21.4 The Contractor is fully responsible for the work performed under the contract, and this responsibility is not in any way diminished by the use of labor supplied by WSC, nor is the City of Savannah or WSC accepting any responsibility for non-compliance with the contract due to the performance, or lack thereof, on part of labor supplied by WSC.
- 4.21.5 The Contractor is responsible for the compliance of all contractors providing services under the Covered Contract, including subcontractors and lower-tier subcontractors but excluding material manufacturers and suppliers, with the requirements of the Hire Savannah Policy.
- 4.21.6 In responding to this solicitation, the bidder/proposer shall complete a Hire Savannah Agreement, indicating that it agrees to be bound to contractual obligations to use good faith efforts to meet Hire Savannah Program requirements and hire Qualifying Workers residing in Savannah, Georgia.
- 4.21.7 If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.

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 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 for this event must be acknowledged in order for a bid to be considered.

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

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

EXCEPTION SHEET

Event #5417

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
1375 Chatham Parkway
2nd floor
Savannah, Georgia 31405
ATTN: Purchasing Director

EVENT NUMBER: 5417

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 DBE participation. Also complete the schedule if you will be using any DBE suppliers.

ADDENDA ACKNOWLEDGEMENT

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

Signature

***This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.**

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Four Foot (4') Diameter Manhole with One Inch (1'') Structural Restoration	500 Vertical Feet		
2	Four Foot (4') Diameter Manhole with Two Inch (2'') Structural Restoration	50 Vertical Feet		
3	Six Foot (6') Diameter Manhole with One Inch (1'') Structural Restoration	50 Vertical Feet		
4	Six Foot (6') Diameter Manhole with Two Inch (2'') Structural Restoration	10 Vertical Feet		
5	Eight Foot (8') Diameter Manhole with One Inch (1'') Structural Restoration	50 Vertical Feet		
6	Eight Foot (8') Diameter Manhole with Two Inch (2'') Structural Restoration	10 Vertical Feet		
7	Six Foot (6') Diameter Wetwell with One Inch (1'') Structural Restoration	60 Vertical Feet		
8	Six Foot (6') Diameter Wetwell with Two Inch (2'') Structural Restoration	10 Vertical Feet		
9	Eight Foot (8') Diameter Wetwell with One Inch (1'') Structural Restoration	60 Vertical Feet		
10	Eight Foot (8') Diameter Wetwell with Two Inch (2'') Structural Restoration	10 Vertical Feet		

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
11	Ten Foot (10') Diameter Wetwell with One Inch (1") Structural Restoration	60 Vertical Feet		
12	Ten Foot (10') Diameter Wetwell with Two Inch (2") Structural Restoration	10 Vertical Feet		
13	Twelve Foot (12') Diameter Wetwell with One Inch (1") Structural Restoration	60 Vertical Feet		
14	Twelve Foot (12') Diameter Wetwell with Two Inch (2") Structural Restoration	10 Vertical Feet		
15	Square Feet of Non-Cylindrical Wetwell with One Inch (1") Structural Restoration	200 Square Feet		
16	Square Feet of Non-Cylindrical Wetwell with Two Inch (2") Structural Restoration	40 Square Feet		

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 \$
=====

HAVE YOU INCLUDED ALL DOCUMENTATION REQUESTED IN SECTION 4.4? _____

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

**SECTION 01310
DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS**

The City of Savannah actively encourages employment and participation of small and disadvantaged businesses in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that disadvantaged business enterprises (DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established an XX% DBE goal for this project.

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of disadvantaged business enterprise participation (Sec. 01310-4)
and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

Failure to submit the required documents shall result in the bid not being read or considered.

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of DBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for DBE subcontracting in trades with established availability of DBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to DBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be debarred from participating in future City contracts.

The contractor is required to fulfill any DBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to**

any substitution.

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any DBE listed in the completed form entitled "Proposed Schedule of DBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

The State of Georgia Department of Transportation maintains a website listing of Disadvantaged Business Enterprises located at www.dot.ga.gov/PS/Business/DBE

Chatham County Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

GA Tech Procurement Assistance Center maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

Savannah/Hilton Head International Airport Commission maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at www.savannahairport.com

Small Business Assistance Corporation maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at www.sbacsav.com.

NON-DISCRIMINATION STATEMENT

The prime contractor / bidder certifies that:

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

Signature

Title

PROPOSED SCHEDULE OF DBE PARTICIPATION

Any DBE listed in this completed form must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

Name of Bidder/Proposer: _____ Bid No. _____

Project Title: _____.

NOTE: Proof of DBE certification must be attached to this completed form for all firms listed in the table below.

Name of DBE Participant	Telephone	Email	Address (City, State)	DBE? (Y/N)	Type of Work Sub-Contracted	Sub-contract Value (%)	Sub-contract Value (\$)
						%	
						%	
						%	
						%	
						%	
						%	
Total Base Bid							\$
Total Proposed DBE Subcontracts							\$
Bidder's Proposed DBE Participation							%

The undersigned will enter into a formal agreement with the DBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractors' subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

Disadvantaged Business Enterprise

GOOD FAITH EFFORT

Prime Company Name

Bid Date

Project Name

Event Number

If you have failed to secure DBE participation or if your DBE participation is less than the City's project goal, you MUST complete this form.

If the bidder's method of compliance with the DBE goal is based upon demonstration of a good faith effort, the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City. Compliance with each item, 1 through 4 below, shall satisfy the Good Faith Effort requirement absent proof of fraud, intentional and/or knowing misrepresentation of the facts or intentional discrimination by the bidder.

This form must be submitted in its entirety with supporting documentation in a separate sealed envelope with your bid prior to the time of bid opening. Failure to comply will result in the bid being considered non-responsive and the bid will not be read or considered.

- 1.) Please list each and every subcontracting and/or supplier opportunity (DO NOT LIST NAMES OF FIRMS) which will be used in completion of this project, regardless of whether it is to be provided by a DBE or non DBE.

(Use additional sheets, if necessary)

List of:
Subcontracting Opportunities

List of:
Supplier Opportunities

2.) Did you obtain a current list of DBE firms?

_____ Yes

Date of Listing ____/____/

_____ No

Source _____

3.) Please indicate subcontract or supplier list categories for which potential DBE bidder lists were provided?
Provide detail of how these DBEs were solicited.

4.) **Please attach the following:**

(1) Completed Good Faith Effort Log see: 1310-7 Log

(2) Evidence of solicitation to prospective DBE firms, such as advertisements, copies of solicitation letters, faxes, emails and other to substantiate efforts.

DEMONSTRATION OF GOOD FAITH EFFORTS MUST INCLUDE ALL ITEMS OUTLINED IN THIS SECTION.

SECTION 01437
DBE PARTICIPATION REPORT

IMPORTANT NOTICES

- The DBE Participation Report (Form 01437) must be submitted to the City of Savannah **Contract Analyst and the Office of Business Opportunity** with each pay request. Failure to submit this form can result in no credit toward contracted DBE requirements and a possible delay in monthly progress payments.
- The Prime Contractor/Consultant **may not change DBE firms without prior written approval of the City.** Contractors/Consultants may use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). Any unauthorized substitution of DBE subcontractors can result in withholding of payments for up to 30 days until compliance is reestablished.
- **Documentation providing proof of payments to DBEs for work on this project shall be kept on file and available for inspection by City staff.**

PROJECT NAME & NUMBER: _____ DATE _____ REPORT NO. _____

PRIME CONTRACTOR/CONSULTANT _____ CONTRACT AMOUNT (\$) _____

DBE GOAL **18%** This is the final project report. End Date: _____

DBE INFORMATION					DBE PAYMENTS			
APPROVED DBEs	DESCRIPTION OF WORK or SUPPLIES	DBE CONTACT PERSON	DBE CONTACT PHONE #	DBE CONTACT EMAIL	ORIGINAL SUBCONTRACT AMOUNT	PAYMENT DATE(S)	TOTAL PAID THIS PERIOD	TOTAL PAID TO-DATE

Total DBE Paid To Date: \$ _____ %

CONTRACTOR: I hereby certify this information is true and correct; and supporting documentation is on file and available for inspection by the City at any time.

SIGNED _____ TITLE _____ DATE _____

CITY OF SAVANNAH

This report has been reviewed for DBE contract compliance.

SBO Compliance Coordinator _____ DATE _____

INSTRUCTIONS TO CONTRACTOR/CONSULTANT

To receive credit toward contracted DBE goals, the Prime Contractor/Consultant must complete and submit this form with each Request for Periodic Payment, beginning with the first payment request. An additional copy of this section must be submitted **to the SBO Compliance Coordinator**. The Office of Business Opportunity may be contacted by phone at (912) 652-3582 or by fax at (912) 651-3175. **Failure to submit this form may result in no credit toward the contract DBE requirements and a delay in monthly progress payment.**

1. Project Name: The official name of the project as stated on the contract
2. Date: Date Report is being submitted
3. Report Number: Reports must be consecutively numbered.
4. Contract Amount: Total amount of the contract to be paid to the Prime Contractor/Consultant by the City of Savannah for completion of the project.
5. DBE Goals: Enter the contracted DBE Goals per the signed agreement.
6. Final Project Report: Place an "X" or checkmark in this box when the project has been completed and the report submitted is the final payment report. Enter the date of project completion.
7. DBE Information: ONLY DBEs that have been verified and approved by the City of Savannah DBE Office, from the Prime Contractor's/Consultant's "Proposed Schedule of DBE Participation" may be included on the payment report. **NO SUBSTITUTIONS OR CHANGES IN GOALS MAY BE MADE** without prior written approval by the City.
8. DBE Payments: Enter the actual amount of the subcontract agreement for each approved DBE, the date of any payments occurring within the report period, the amount of the payments to each DBE during this period and the total each DBE has been paid-to-date.
9. Earnings-to-date: Enter the total amount paid to date to all DBE subcontractors.
10. Contractor Certification: The contractor or his authorized representative must sign this form prior to submittal. Signature indicates that all information is true and correct and documented proof of all information is on file and available for City of Savannah review at any time.

GENERAL INFORMATION

The prime contractor/consultant may not change DBE firms without prior written approval of the City of Savannah Office of Business Opportunity. Approval cannot be obtained from the City's Project Manager, Contract Analyst or other City of Savannah employees. Contractors/Consultants must use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). **Any proposed changes must meet established DBE goals and conform to contract regulations and DBE Program Requirements.**

If the prime contractor/consultant in its bid/proposal included any second or lower tier subcontractor/sub-consultant/supplier towards meeting the goal, it is the sole responsibility of the prime contractor/consultant to ensure all DBE firms have been reviewed and approved by the City of Savannah and to document all subcontracting/sub-consulting and/or supplier participation dollars counted towards the goal, irrespective of tier level. Upon completion of the work, a final "DBE Participation Report" will be required and submitted with the final pay request.

As per the City's contract, the City's SBO policy, and signed participation reports: the prime contractor/consultant certifies all DBE payment information to be true and correct, to have all supporting documentation on file and to make copies of this documentation available to the City of Savannah. **Prime contractors/consultants will periodically be required to provide copies of payment documentation** for DBEs being counted toward the DBE goal (including the prime contractor/consultant, if it is a DBE and being counted toward the goal). Failure to comply with the City's request to provide the required documentation may cause the City to withhold payments due the prime contractor/consultant until compliance is attained. Payment documentation includes but is not limited to:

- signed sub-contracts with DBEs being utilized in meeting the project's DBE goals
- DBE invoices for payment related to the project
- proof of payment of DBE invoices related to the project

HIRE SAVANNAH AGREEMENT

Event #:		Event Name:	
Bidder/Proposer Name:			

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

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

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

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

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

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

Company Name: _____

Company Address: _____

Company Official/Representative: _____

Position Title: _____

Authorizing Signature: _____ Date: _____

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

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

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

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

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

Instructions for Completing Contractor Affidavit and Agreement Form

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

Affidavit Verifying Status for City of Savannah Benefit Application

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

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

OR

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

OR

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

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

Signature of Applicant: _____ Date _____

Printed Name: _____

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

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

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

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