

CURBSIDE RECYCLING CARTS

EVENT NO. 6530

REVISED SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0** The purpose of these specifications is to describe requirements for an annual contract for mobile refuse containers which meet ANSI Standard Z-245.60-1999 for universal dumping mechanisms and include RFID tags for tracking of carts.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 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 General Requirements

Any requirements not conforming to these specifications must be detailed on the exceptions sheet.

4.1.1 Parts Uniformity

All containers, lids, and related components shall be uniform in design, material, and tolerance throughout the entire quantity of units furnished under this specification.

4.1.2 Training

The contractor shall provide ongoing professional technical training to City personnel, as required, to enable the on-site and/or shop repair of containers. This training shall be provided to the City at no cost.

4.1.3 Material Substitution

The contractor shall not change, alter, or substitute any materials or component parts used in the fabrication, manufacture, installation, or assembly of the container without the express written approval of the Sanitation Director. Any container bodies, lids, wheels, or component parts found to have been fabricated, manufactured, installed, or assembled with unapproved substitute materials or parts shall be considered non-compliant and subject to rejection by the City.

- 4.1.4** A complete manufacturer certified itemized list of all plastic components shall be provided by the bidder with the bid. The list shall include, for each item, the type of resin and the manufacturer, material, including density, melt strength, flexural modulus, environmental stress cracking resistance, impact resistance, and accelerated ultraviolet resistance. In addition, the bidder shall provide any testing data available that will establish the strength and durability of the container and its component parts under the conditions it will be exposed to in the City. All testing data shall cover the temperature range specified.

4.1.5 Quality Control

The bidder shall utilize industry recognized standards and procedures assuring satisfactory level of quality control are maintained in all stages of the manufacturing and assembling process. Employees of the City, or agents acting on behalf of the City and accompanied by City personnel, shall have open access to all manufacturing facilities and areas in order to assure that proper quality control standards are being met and that the containers and their component parts are being manufactured in compliance with these specifications.

4.1.6 Any material variance between the container being bid and the specifications shall disqualify the container being bid. Determination of material variance shall be made on the basis of any deviation from the specifications that the Sanitation Director determines would negatively affect the durability, suitability, compatibility, wearability, stability, appearance, dimensions, or capacity of the container. If it is demonstrated that any container bid would fail to meet warranty factors listed under section 4.1.19, said container shall be disqualified from consideration.

4.1.7 Stability

The container, when empty shall be stable and not blow over in winds up to 38 MPH. The container shall be designed to be stable and self-balancing when in the upright position, whether loaded or unloaded, and with lid in either the closed or open position. Bidder shall provide documentation of wind tunnel testing.

4.1.8 Wearability

The container shall withstand wear in the intended application, including bottom wear and permanent deformation, from loading and unloading of solid waste. The bottom shall be protected from damage through the warranty period by wear pads or strips or other means designed to withstand abrasion and wear resulting from contact with asphalt, cement, and other rough surfaces. Should the bottom fail during the warranty period, the contractor will provide the City at no charge a complete cart body (replacement parts will be acceptable).

4.1.9 Durability

All containers shall provide durability in hot and cold temperature environments with temperature extremes ranging from 0°F to 130°F under loading conditions of 200 pounds of ballast and in addition the container shall have a life expectancy of not less than ten (10) years during which time the container and its component parts shall maintain their original strength, shape and appearance, be resistant to blows, kicks, squirrel, and other rodent penetration, requiring no routine maintenance, and, in general, be maintenance free. Any component hardware (excluding wheels, such as frames or bars) that fails during the ten (10) year warranty period shall be replaced (i.e. part for part) at no cost to the City.

4.1.10 Appearance

In order to stabilize the container against deleterious effects of ultraviolet radiation for a ten (10) year period, the container body, lid, and all plastic components shall be prepared to be uniform in color so that the plastic material does not alter appreciably in normal use. Plastic resins utilized for the fabrication of the container body, lid, and component parts shall contain not less than 0.5 percent (0.5%) of U.V. 531, or the approved equivalent, which has been incorporated into the material in accordance with industry standards to provide maximum stabilization. The color blending process shall result in the thorough homogeneous distribution of the particles within the plastic material to assure that no mottled coloring or windows occur through which ultraviolet radiation could penetrate. The color shall remain constant from container to container for the entire quantity of units supplied. The color will be a standard color to be determined by the City. The interior surface of the container shall be smooth and free from crevices, recesses, projections, or other obstructions where refuse could become entrapped or entangled. Interior surface and shape shall assure free and complete flow of solid waste contents from the container when in the dumping position established

by the City of Savannah Sanitation Bureau. The exterior surface shall be smooth and uniform with no structures that could present a hazard or nuisance.

4.1.11 Dimensions

- A. The 96 gallon cart shall have a capacity of 96-110 gallons level full. The cart shall be capable of accommodating, without distortion, damage, or reduction in function or maneuverability, a load weighing up to 335 pounds, exclusive of the weight of the cart.

<u>HEIGHT (Cart Only)</u>	<u>WIDTH</u>	<u>WEIGHT (Assembled)</u>
42" Minimum – 46" Maximum	26.6" Minimum	35-55 lbs

- B. The 60 gallon cart shall have a capacity of 60-65 gallons level full. The cart shall be capable of accommodating, without distortion, damage, or reduction in function or maneuverability, a load weighing up to 200 pounds, exclusive of the weight of the cart.

<u>HEIGHT (Cart Only)</u>	<u>WIDTH</u>	<u>WEIGHT (Assembled)</u>
41" Minimum – 44" Maximum	24" Minimum	27-55 lbs

- C. Gripping Surface Diameter

- Maximum at top circular section, 28 inches.
- Gripping height at approximately 24 inches from ground.

- D. Cart shall be generally circular (or oval) in shape so as to eliminate any potential hang up spots in the container bottom when automatic collection system is used. Flat sections are acceptable on all four sides but corners must be rounded. The distance between the midpoint of any flat section and the midpoint of the opposite flat section shall be 25 inches minimum.

4.1.12 Plastic Materials: Body and Lid

The body and lid of the cart shall each be formed as one piece, respectively, from first quality medium or high density polyethylene from a nationally recognized brand supplier. Lids must be attached to the cart with a minimum of two, one and half inch plastic connectors. Polyethylene resin shall be 100% virgin material and cannot include any recycled, regenerated, off specification, or wide specification materials. Industry standards for recycling trimmings and scrap from production runs of carts back into virgin resin during manufacturing are acceptable. Upon request, the bidder must provide the City of Savannah with certified letters from the plastic resin manufacturer verifying that each shipment of polyethylene resin used in the manufacturing of carts and component parts for the City of Savannah is first quality 100% virgin material, as specified. Also, the successful bidder, upon request, must provide such letters verifying that carts manufactured by them were made of first quality, 100% virgin material as specified.

For vacuum molded, blow molded, or rotationally molded carts, wall thickness shall be:

- a.) Body side, bottom, and corner wall thickness shall not be less than 0.120 inch minimum, 0.145 inch average
- b.) Lid thickness for all carts shall not be less than 0.100 inch minimum, 0.120 inch average and be attached to the cart with a minimum of two, one and a half inches plastic connectors. Body side, bottom and corner wall thickness shall not be less than 0.175 inch minimum for injection molded carts, and not be less than 0.250 inch for foam injection molded carts.

4.1.13 Additional Container Requirements

Each container shall be equipped with a minimum five-eighth inch diameter solid steel cadmium plated (or equal) axle and two plastic blow molded wheels nine and a half inches minimum diameter with one and three-fourth inch to two inches minimum tread width. The wheels and axle shall be positioned on the container to enable it to be pushed or pulled with little effort either when empty or when loaded up to and including the unit capacity. The wheels and axle shall be capable of bearing and transporting a fully loaded container on a level, sloped or stepped surface in two directions. The wheel and axle assembly shall be securely attached to the body of the container and shall not be capable of being removed by hand or with ordinary tools. Container must be provided with adequate foot fulcrum or tipping leverage point directly on an axle.

4.1.14 Marking

The container shall generally appear clean and free of markings. No exterior stickers other than usage instructions shall be placed upon the container by the bidder. Company names, logos, and trademarks shall hot-stamped onto the body of the container only and shall not be enhanced with color. The contractor shall submit an example of all designs and markings for approval by the City. The City reserves the right to change, add or delete markings or their positions on the containers.

4.1.15 Serial Numbers

The body of each container shall be marked with a unique, sequential, six digit, alpha-numeric serial number to identify the container as specified by the Sanitation Director. The serial number shall be permanently hot-stamped onto the container in numerals and letters no less than one inch in height, white in color, and be positioned to be readily seen and not more than twelve inches below the top lid of the container.

4.1.16 City Identification

The cart lid shall include an information label that includes the City logo as specified within the attached graphic. The information label shall be permanently hot stamped on the top of the lid of each container. The City is providing a graphic as a separate attachment. The size of the graphic may be adjusted to fit the cart lid with approval from the City. The serial number shall be on the front of the cart with letters not less than two inches in height, white in color.

4.1.17 Instruction

A list of precautionary instructions and of materials that may not be placed in the container shall be affix to the lid or the container body in a position readily visible when the container is being used. The wording and positioning of these precautionary instructions shall be subject to the Sanitation Director's approval.

4.1.18 Raw Material Traceability

As further assurance of compliance with this material requirement, employees of the City, Sanitation Department, or agents acting on behalf of the City and Sanitation Department accompanied by City Personnel, shall have access to container manufacturer's records to audit traceability of raw materials used in the molding manufacturing process of any and all parts included in assemblies delivered or to be delivered to the City.

4.1.19 Warranty

The successful bidder by submitting a bid, warrants as provided in this section, all materials and workmanship of the containers, including lids, hardware and all component parts against deficient or defective materials or workmanship, and against failure in normal and regular use for a period of 120 months, or ten years, after delivery.

Any containers, lids, hardware, or component parts that fail by reason of improper or inadequate materials or defective workmanship shall result in the complete replacement of the entire unit. No individual replacement parts will be allowed. Failure due to insufficient resistance to weathering or

from any cause other than negligent or abusive use shall be deemed to be due to improper or inadequate materials or defective workmanship.

Any containers, including the lid, hardware, and all component parts, that through normal and regular use do not continuously perform in the design and intended manner due to, but not limited to, the occurrence of one or more of the factors listed below, shall be considered to be defective in design, material, and/or workmanship, and shall be covered by the terms of this warranty:

- Failure of the lid to prevent rainwater from entering the container when closed on the container body.
- Failure of the lid and/or container body in insufficiently preventing penetration by squirrels or other rodents.
- Damage to the container body, the lid, or any component parts through opening or closing the lid.
- Failure of the lid hinge to remain fully functional and continually hold the lid in the originally designed and intended positions when either opened or closed.
- Failure of the lid latch, if provided, to continuously function as originally designed and intended.
- Failure of any metal components, to remain free of red rust and corrosion.
- Failure of any portion of the bottom of the container body to remain impervious to damage or wear through normal use after repeated contact with rough and abrasive surfaces.
- Failure of any plastic component to be resistant to damage in the event of contact with any common household or residential products/chemicals other than those listed by the contractor.
- Failure of the wheels to remain in place and fully serviceable, as designed.
- Failure of the container body, lid hardware, or any component parts to maintain their original shape.
- Failure of the wheels to provide continuous easy mobility, as originally designed or intended.
- Failure of the container body, lid hardware, wheels, or any component parts to conform to maintain their original shape.
- Failure of the wheels to provide continuous easy mobility, as originally designed or intended.
- Failure of any container, container body, lid, wheels, or other component part to conform to the minimum standards specified herein (e.g. failure to use only first quality, high density resin).
- Damage or failure to container or assemblies caused by any incompatibility of the container and the City's hydraulic dumping units for automated or semi-automated refuse trucks.

4.1.20 Special Conditions

This bid will cover the purchase of 1,200 - 96 gallon containers (plus 100 - 60 gallon containers) over a twelve month period. In general, two truckload quantities will be ordered during the year.

4.1.21 Pricing

Pricing shall include all peripheral costs including, but not limited to, a ten year full replacement warranty, transportation, training, and technical assistance, and all markings specified therein.

4.1.22 Containers purchased under this contract must be compatible with existing cart lifting equipment currently being used on the City's fleet. Also, carts purchased under this contract must be visually and functionally compatible with existing carts.

4.1.23 The City reserves the right to require any or all bidders to provide up to four carts for evaluation upon request.

4.1.24 Each bidder shall submit a list of all municipal clients that have purchased the size cart specified for the last five years. Please see Attachment 1. Attachment 1 must be included with the bid to be further considered.

4.1.25 The required delivery time after receipt of order shall be no more than 45 days.

4.2 RFID Integration

The City of Savannah is considering the use of RFID tags to generate feedback on participation rates and perhaps in the future be used as part of an incentive program.

4.2.1 Please provide a cost on the price proposal page to equip each container with an Ultra High Frequency RFID (GEN 2) tag, installed into the cart body (with no exposure to the outside elements) along with a serial number that is branded on the front of each container. Adhesive or Sticker RFID tags will not be acceptable. To avoid interference with the containers contents / materials, RFID tags placed inside of the container are unacceptable.

4.3 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three additional 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, 2019. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

5.0 General Specifications

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

- Bid Proposal Form
- Exception Sheet
- Non-Discrimination Statement
- Other submittals as stated

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

5.2 Bids may be submitted manually to the address listed in the bid documents or electronically via the supplier portal in sufficient time to ensure receipt by the Purchasing Division on or before 1:30 P.M. EST on the date specified in the web page listing for this event. Requested documentation may be attached to the bidder's response. A supplier guide for assistance in submitting responses can be found by clicking on the Important Documents tab of the Purchasing SavEPro webpage at: <http://www.savannahga.gov/index.aspx?NID=591>

5.3 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, GA 31402

5.4 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued in connection with this event must be acknowledged in order for the bid to be considered.

- 5.5 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.
- 5.6 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 #6530

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

REVISED 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: 6350

Business Location: (Check One)

Chatham County
 City of Savannah
 Other

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: (_____) _____

Fax: (_____) _____

Email: _____

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE) YES _____ NO _____

FROM WHAT CITY/COUNTY _____

TAX CERTIFICATE #: _____ FED TAX ID #: _____

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):

**CHECK ONE: _____ CORPORATION _____ PARTNERSHIP
_____ INDIVIDUAL _____ OTHER (SPECIFY: _____)**

Do you plan to subcontract any portion of this project? Yes _____ No _____

If yes, please complete the attached schedule of DBE participation. Also complete the schedule if you will be using any DBE suppliers.

ADDENDA ACKNOWLEDGEMENT

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

Signature

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

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

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	96 Gallon Curbside Recycling Cart with RFID tags	1,200		
2	60 Gallon Curbside Recycling Cart with RFID tags	100		

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

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

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

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

TOTAL NET BID \$
=====

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____ DAYS

DID YOU COMPLETE ATTACHMENT 1 PER SECTION 4.1.24? YES ___ NO ___

PLEASE INDICATE YOUR WARRANTY PERIOD: _____

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

ATTACHMENT 1

This attachment must be included with the Bid response in order to be considered further.

REFERENCES

A minimum of three (3) references, preferably with contracts similar in size and scope to this contract, shall be included. Each reference should include a contact person, phone number, company name, and address. Attachment 1 shall be used to document references and must be included with the bid to be further considered.

1. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Date(s) products provided: _____
Total number provided: _____

2. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Date(s) products provided: _____
Total number provided: _____

3. Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Date(s) products provided: _____
Total number provided: _____

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 not established a DBE goal for this project, however DBE participation is always encouraged.

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 nondiscrimination 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 N/A 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.

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.