

**SUMMER YOUTH EMPLOYMENT PROGRAM TEMPORARY LABOR SERVICES
EVENT NO. 6854**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified proposers for temporary personnel services for the City's Summer Youth Employment Program which will serve approximately 500 youth for eight weeks beginning June, 2019 through August, 2019. Electronic submissions will not be accepted for this proposal.
- 2.1 Scope of Services**
The successful proposer shall provide the following services:
- 2.1.1 The City of Savannah reserves the right to cancel any commitment for personnel services if and when services by individuals provided to the City are determined to be unsatisfactory.
 - 2.1.2 The City will pay an hourly rate of eight dollars (\$8) per youth.
 - 2.1.3 Vendor must provide references that prove the ability to handle a contract of this size. The City shall be the sole judge of a vendor's qualifications and capabilities. See Attachment 1.
 - 2.1.4 Payment of tax obligations: Under no circumstances shall the City be held responsible for handling any tax obligation, including, but not limited to, Federal Income Tax withholding, FICA, or unemployment compensation. The City shall be responsible solely for its contractual obligation to the temporary service company. Personnel furnished by the contractor are not entitled to participate in any plans or benefits offered to City employees. Temporary personnel are not entitled to payment for City holidays. When an agency's employee has indicated that they worked on a City holiday, the agency must verify before processing for payment.
 - 2.1.5 All employees must be well groomed and should dress appropriately and professionally for the type of job assigned. Uniforms, where required, will be provided.
 - 2.1.6 The vendor will reimburse the City for any improper charges which may result from fraudulent time cards prepared by the vendor's employee which are discovered within one year of payment by the City. This includes, but is not limited to, unauthorized long distance phone calls, incorrect time cards, etc.
 - 2.1.7 The vendor must protect, defend, and indemnify the City of Savannah and its officers, agents, and employees from and against any and all liabilities, losses, suits, claims, judgements, fines, or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, court costs, and expert fees), or any nature

whatever arising out of or incident to this contract and/or the acts of omissions of vendor's officers, agents, employees, contractors, subcontractors, licenses, or invitees, regardless of where the injury, death, or damage may occur, unless such injury, death, or damage is caused by the sole negligence of the City of Savannah. The City will give to vendor reasonable notice of any such claims or actions. The vendor shall also use counsel reasonably acceptable to the City in carrying out its obligations hereunder. The provisions of this section must survive the expiration or early termination of this contract.

2.1.8 Temporary employees must have tested not positive for illegal substances using a NIDA approved drug screen within 45 days of start date (unless a shorter window is required by the business partner). It will be the responsibility of the providers to have on file, the results of the drug screen for any employee sent on jobs.

2.1.9 Screening times will be pre-scheduled in partnership with the Summer 500 program at all 11 local area high schools during a two week period beginning in late April. Exact dates and times are to be determined. Additional times for screening to be provided by appointment for applicants who were unable to attend their scheduled screening time at the high school. All screenings must be completed within 45 days of start date.

The 11 area high schools are:

1. Alfred Ely Beach High School
3001 Hopkins Street
Savannah, GA. 31405
(912) 395-5330
2. Herschel V. Jenkins High School
1800 East Derenne Avenue
Savannah, GA. 31406
(912) 395-6300
3. Islands High School
170 Whitmarsh Island Road
Savannah, GA. 31410
(912) 395-2000
4. Liberal Studies at Savannah High School
400 Pennsylvania Avenue
Savannah, GA. 31404
(912) 395-5050
5. New Hampstead High School
2451 Little Neck Road
Bloomingdale, GA. 31302
(912) 395-6789
6. Robert W. Groves High School
100 Priscilla D. Thomas Way
Savannah, GA. 31408
(912) 395-2520
7. Savannah Arts Academy High School
500 Washington Avenue

Savannah, GA. 31405
(912) 395-5000

8. Savannah Early College High School
400 Pennsylvania Avenue
Savannah, GA. 31404
(912) 395-2535

9. Sol C. Johnson High School
3012 Sunset Boulevard
Savannah, GA. 31404
(912) 395-6400

10. Windsor Forest High School
12419 Largo Drive
Savannah, GA. 31419
(912) 395-3400

11. Woodville-Thompkins High School
151 Coach Joe Turner Street
Savannah, GA. 31408
(912) 395-6750

2.1.10 Under no circumstances should an individual be retested on a drug screen for entrance into the program.

2.1.11 It will be the responsibility of the agency to pre-screen all personnel by obtaining appropriate background information and to verify that potential candidates are legally qualified to provide the required service.

2.1.12 It will be the responsibility of the provider to ensure that all potential candidates meet or exceed the City of Savannah's background standards. A copy of the City's background standards used by the City's Human Resources Department is included for reference. See Attachment 2.

2.1.13 The agency will be responsible for faxing questionable background checks to the designated City representative. The City will be solely responsible for the determination of an employee's suitability for City assignments.

2.2 Special Conditions

2.2.1 One of the core tenets of the Summer 500 Program is financial literacy. Employees who participate in the financial literacy bonus program will be paid via direct deposit. For all others, the successful proposer will distribute wages via an alternative method. The proposer will also provide the City with a bi-weekly report of participants not utilizing direct deposit. A program goal is to minimize the amount of paper checks bring issued by the proposer.

2.2.2 Invoices to the City must include City department/division, name of temporary personnel, employee rate of pay, billing rate to the City, and number of hours worked. Invoices must be submitted to the City with signed time cards attached. An electronic time keeping system is preferred to maintain the proper approvals.

2.2.3 The Mayor's Office will provide account numbers when requesting temporary labor. This account number must appear on the invoice to correlate with each employee. Weekly billing will be totaled and sorted in accordance with the account number.

2.3 Proposal Format

Proposals shall be submitted in the following format and include the following information:

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Fee proposals per instructions in Section III signed by responsible party
- c) Proposed Schedule of Disadvantaged Business Enterprise Participation and Non-Discrimination Statement
- d) Other submittals as stated

2.4 Basis of Award

Proposals will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications and experience, including support capabilities (*35 points*)
- b) Technical capabilities (*20 points*)
- c) Fees (*20 points*)
- d) References (*20 points*)
- f) Local vendor participation (Within the City Limits of Savannah and has a City of Savannah Business Tax Certificate) (*5 points*)

Proposals shall be evaluated by a selection committee. A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.5 Copies

One unbound, printed and signed original and eight identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.6 Contacts

Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

2.7 Contract Period

This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to four 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.

2.8 Fees

Proposer shall submit fees based on the detailed listing in Section III of the RFP.

2.9 Local Vendor Definition

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City for at least one year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business), and
- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

2.10 Schedule

Each proposer shall submit a proposed time schedule for the project.

2.11 Acknowledgement of Addenda

Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

2.12 Insurance Requirements

2.13.1 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 - \$2,000,000
- Damage to Rented Premises - \$1,000,000
- 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

2.13.2 Professional Liability

\$ 1,000,000 per occurrence limit

2.13.3 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

2.13.4 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

2.13.5 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:

- \$2,000,000 per occurrence
- \$2,000,000 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

2.13.6 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

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Schedule for Summer Youth Employment Program Temporary Labor Services, Event No. 6854 and include the name of the proposer. Fee proposals will only be opened if, after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications. If a proposer fails to submit fees separately from the proposal, or submits pricing anywhere else in the proposal, that proposal may be deemed non-responsive.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.3 of this RFP.

Service Offered	Quantity	Amount
Background Checks	500 Each	
Payroll Services	500 Each	
TOTAL		

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

EMAIL: _____

DO YOU HAVE THE REQUIRED INCURANCE? YES or NO (please circle)

DID YOU INCLUDE ATTACHMENT 1 AS PER SECTION 2.1.3? YES or NO (please circle)

I certify this proposal 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

REFERENCE INFORMATION FORM

As stated in section 2.1.3: Vendor must provide references that prove the ability to handle a contract of this size. The City shall be the sole judge of a vendor's qualifications and capabilities.

Name of Company _____
Address _____
Phone Number _____
Contact Person _____
Service Provided _____
Years of Service _____

Name of Company _____
Address _____
Phone Number _____
Contact Person _____
Service Provided _____
Years of Service _____

Name of Company _____
Address _____
Phone Number _____
Contact Person _____
Service Provided _____
Years of Service _____

ATTACHMENT 2

CITY OF SAVANNAH BACKGROUND STANDARDS

The City of Savannah Background Standards for General Employees are listed below. Applicants applying for Police Officer or Firefighter must also meet department standards.

Motor Vehicle Reports:

A. General Applicants:

Individuals being considered for positions which require operating a vehicle as an essential function of the job must not have had:

- A conviction (includes Judgment before Probation and Nolo Contendere) of DUI or DWI within the last three (3) years.
- Three or more moving violations in the past two (2) years and six (6) or more in the past seven (7) years.
- A vehicular homicide or hit and run conviction.

- Suspension of driver's license within the last three (3) years for moving violations.

All circumstances surrounding a pending case will be considered before making a final hiring decision.

B. Commercial Driver's License (CDL) Drivers:

In addition to meeting the requirements for general applicants, the City must also obtain specific background information from former employers of applicants for CDL driver positions. The Federal Highway Administration (FHWA) requires employers to obtain the following information on applicants being considered for positions which require a CDL:

- Positive controlled substances test results for the two(2) years preceding the date of inquiry.
- Alcohol test results of 0.04 or greater for the two (2) years preceding the date of inquiry.
- Refusals to be tested for the two (2) years preceding the date of inquiry.

The Human Resources Department obtains this information after applicants have been tentatively selected for positions that require a CDL.

Criminal Conviction Records:

State criminal conviction records will be checked on applicants who have resided within the State of Georgia during the past 10 years; nationwide criminal conviction records will be checked on applicants who have resided outside of the State of Georgia within the past 10 years or within the state of residence on applicants who have resided outside of the State of Georgia within the past 10 years.

A. General Applicants:

Past convictions will be considered if they are substantially related to circumstances of the particular position. When considering the application for a particular position from an individual with a criminal record, and in making the decision to appoint such individual, the Human Resources Director in coordination with the Appointing Authority will consider the following:

- the kind of position for which the individual has applied.
- the circumstances surrounding the conviction.
- whether such an appointment could be detrimental to the public's interest and

- welfare.
- whether the criminal record of the individual, because of public criticism, would make it difficult for the person to effectively perform the job.
- whether the individual may be employed in a position that offers inducement to repeat previous offenses.
- whether information about the offense was provided in full in a timely and truthful manner by the applicant.
- the absence or presence of rehabilitation or efforts toward rehabilitation.
- the pattern or lack of pattern of offenses.

All circumstances surrounding a pending case will be considered before making a final hiring decision.

If our current openings do not include jobs you are interested in at this time, you may complete a job interest notification request by going to Job Categories and following the directions at the top of the page.

All job applicants and employees are subject to drug testing. Offenders using or possessing illegal drugs will be denied employment and/or subject to termination.

Applicants with a known disability as defined by the Americans with Disability Act and who will need an accommodation in the recruitment or selection process, must request this accommodation no later than 48 hours prior to the need.

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 open 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: _____

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.