

EVENT NO. 9703 – CONVENTION DISTRICT LITTER REMOVAL PROGRAM

Bidder’s Checklist

Only electronically submitted bids through the supplier portal will be allowed. To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. Large files may need to be split up and uploaded as multiple attachments.

Bidders Checklist

Document
Bid Proposal Form, Including Acknowledgement of Any Addenda
Exception Sheet
Contractor Affidavit and Agreement (Employee Eligibility Verification)
Affidavit Verifying Status for City of Savannah Benefit Application
Non-Discrimination Statement
Attachments
Certifications/Licenses
Insurance
Any Other Requirements as Stated in the Specs
Business Tax Certificate

By signing below, bidder is attesting that all items listed in the checklist above have been included.

Signature: _____ Date: _____

CONVENTION DISTRICT LITTER REMOVAL PROGRAM

EVENT NO. 9703

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for litter abatement services to improve community cleanliness in the city's downtown convention district while also providing job training and employment for work-ready homeless individuals and persons living with disabilities experiencing challenges to obtaining employment. The City desires to contract these services and the scope of work includes furnishing all labor, equipment, fuel, and other necessary items to perform these services.

THIS EVENT IS ONLY OPEN TO LOCAL SAVANNAH BUSINESSES THAT HAVE A CURRENT BUSINESS TAX CERTIFICATE THAT WAS ISSUED ATLEAST TWELVE (12) MONTHS PRIOR TO THE ISSUANCE OF THE SOLICITATION. RESPONSES MUST INCLUDE A COPY OF YOUR BUSINESS TAX CERTIFICATE. FAILURE TO SUBMIT YOUR TAX CERTIFICATE MAY RESULT IN YOUR BID BEING DISQUALIFIED. RESPONSES RECEIVED FROM NON-LOCAL VENDORS WILL NOT BE OPENED OR READ ALOUD.

Electronically submitted bids will only be accepted.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 305 Fahm Street, Savannah, Georgia, 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise. You are invited to attend.

4.1 Terms

This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after. This agreement may be renewed for up to four (4) additional 12-month periods if all contracting parties so agree and services provided by the vendor have been satisfactory. In the event this contract is not renewed prior to the expiration of any term, this contract shall continue to be honored on a month-to-month basis until this contract has been renewed.

4.2 Qualifications/Eligibility

The vendor must submit proof of being a not-for-profit entity located in Savannah, Georgia with demonstrated experience in operating programs to support the homeless or persons living with disabilities. The vendor will identify homeless and/or persons living with disabilities who are work-ready and able to perform the duties associated with litter pick-up and containerization. Also, the vendor will hire, train, supervise and compensate the litter pick-up workers at an hourly pay rate consistent with the City of Savannah's living wage rate as established annually by the City as part of the budget process. The living wage rate for a single worker as established for the 2022 budget year is \$15.77 per work hour.

4.3 Description of Work

- 4.3.1 The City of Savannah will organize project work areas by geographic location within the Convention District, an area bounded by the Savannah River to the north, East Broad Street to the east, Park

Avenue to the South, and Martin Luther King Jr Boulevard to the west. For an example of work areas/routes see Attachment A showing 2022 Routes.

- 4.3.2 Litter collection shall be completed daily between the hours of 2:00 p.m. and 6:00 p.m., Monday through Saturday, excluding City Holidays, unless cleared through authorizing department.
- 4.3.3 The vendor shall document services rendered by maintaining a record/log of work completed on the days, dates, times, and locations specified in the approved contract. The work record/log shall be submitted to the authorizing department along with an invoice for payment. See section 4.5 Invoicing below for more information.
- 4.3.4 The vendor shall provide all tools, supplies and personal protective equipment including but not limited to 42-gallon bags, picks or other pick-up devices, and safety vests. Safety vests must bear approved Clean Team logo. Furthermore, the vendor shall provide adequate safety training to all personnel assigned to the project area(s) specified.
- 4.3.5 Removal of litter and trash from the public right-of-way includes but is not limited to grates, tree wells, curbs, gutters, sidewalks cracks, concrete/brick planters, plant beds, adjacent sidewalks, sidewalk bulb-outs (also known as curb extensions, extend the sidewalk or curb line out into the parking lane, which reduces the effective street width), lots, and greenways. Trash and litter shall mean any debris within the defined project area including, but not limited to, cigarette butts, paper, plastic, cans, bottles (including broken glass), cardboard, food wrappers and containers, rags, and bottle tops.
- 4.3.6 The identified project work area is to be cleaned up to the curb or lane. No accumulated debris may be left by the work crew on or near assigned lots, lanes, public right of way, unauthorized trash can, or dumpster. Litter/trash shall not be swept, blown, or otherwise disposed of in streets, lanes, or sewer drains.
- 4.3.7 Collected litter shall be securely contained to prevent spillage and shall be placed at designated collection points specified by the authorizing department.
- 4.3.8 The vendor must ensure that all services have been provided according to these specifications and must notify the authorizing department upon completion of these services.

4.4 Quality Control and Supervision

- 4.4.1 The successful bidder must provide adequate training, supervision, and quality control over the services provided. The successful bidder, or its designated agent, must ensure that all services have been provided according to these specifications and must notify the authorizing department upon completion of any maintenance cycles or special services.
- 4.4.2 The authorizing department shall monitor the progress of work and inspect records at the vendor's premises and work areas as often as it shall deem necessary, and at a minimum conduct at least one monitoring visit per year. The vendor agrees to provide the authorizing department with any information, documents, and/or photographs the authorizing department deems necessary to monitor performance of this Contract.
- 4.4.3 The authorizing department shall perform periodic inspections of project work areas that have been completed by the vendor or its partners in the delivery of the terms of this Contract.
- 4.4.4 The authorizing department shall process payments for services rendered based upon satisfactory completion of the work and proper reporting.

4.5 Insurance Requirements

4.5.1 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.

4.5.2 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.

4.5.3 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.

4.5.4 General

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

5.0 General Conditions

The bid response shall include all documents required in the bidder's checklist.

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

5.1 Invoicing

5.1.1 The vendor shall document services rendered by maintaining a weekly record/log of work completed on the days, dates, times, and locations specified in the approved contract. This record/log shall be signed by the contractor or their representative and submitted to the authorizing department noting all completed work.

5.1.2 Assigned project work areas will be inspected by the authorizing department to ensure contractor performance meets the specifications noted herein. If the project work area does not meet contractual standards, the vendor will be notified and must take corrective action within 24 hours in order to receive payment.

5.1.3 Payment for services rendered will be made on a weekly basis when the authorizing department has verified that the contractor has met work specifications. Only fully completed sites are eligible for invoicing. The Contractor may not invoice for portions of sites completed.

5.1.4 Original invoices should be sent to:

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

5.2 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.

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

5.4 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 # 9703

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
305 Fahm Street
Savannah, Georgia 31401
ATTN: Purchasing Director

Event No. 9703 – CONVENTION
DISTRICT LITTER REMOVAL
PROGRAM

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 #: _____**

ADDENDA ACKNOWLEDGMENT

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

Signature

*This acknowledgment is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgment 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 ON THE ATTACHED EXCEPTIONS SHEET.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Litter Removal Services (Six Workers and One Supervisor for 4 hours)	5 days/week	Daily Rate \$ _____	

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 \$ _____

DO YOU HAVE THE REQUIRED INSURANCE? _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The 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

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://verify.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.