

**CHATHAM COUNTY, GEORGIA**

**REQUEST FOR QUOTATION**

QUOTATION FOR:

RFQ NO: Q11-7-7

**DESIGN AND SPECIFICATION FOR RENOVATION OF RESTROOMS AT  
MEMORIAL STADIUM**

<b>CHATHAM COUNTY PURCHASING AGENT</b>	<b>DATE ISSUED: 18 NOVEMBER 2010</b>
<b>1117 EISENHOWER DRIVE, SUITE C</b>	<b>DATE DUE: 09 DECEMBER 2010</b>
<b>SAVANNAH, GA 31406</b>	<b>TIME DUE: 2:00 P.M. LOCAL TIME</b>
<b>(912) 790-1623 - OFFICE</b>	<b>DEPARTMENT: PUBLIC WORKS</b>
<b>(912) 790-1627 - FAX</b>	<b>AND PARK SERVICES</b>

A **MANDATORY CONFERENCE AND SITE VISIT** has been scheduled to be conducted at Memorial Stadium located at 202 John J. Scott Drive, Savannah, Georgia at 10:00am 2 DECEMBER, 2010, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. **Attendance is MANDATORY.** Firms which are not represented at the conference and site visit will not be permitted to compete further for this solicitation.

**NOTE:** Each vendor submitting a response to this request will be responsible for providing any or all of the services listed below, as described, when in receipt of a Chatham County Purchase Order for such items or services. "Chatham County is an Equal Opportunity Employer," M/F/H, all bidders are to be Equal Opportunity Employers M/F/H.

Local Preference: On 27 March, 1998, the Chatham County Board of Commissioners adopted a ***"Local Vendor" Preference Ordinance*** that gives the lowest Chatham County vendor submitting a responsible bid/quote the opportunity to match the lowest price offered by an out-of-County vendor. If the County vendor confirms in writing to match within 24 hours, the award will be made to the Chatham County vendor. The lowest Chatham County responsive bidder will be afforded the "right to first refusal". "Local Vendor" is defined as a business or supplier which operates and maintains a regular place of business within the geographical boundaries of Chatham County, or one of the local Municipalities of the County *AND* all real and personal property taxes are paid prior to award of a contract or purchase. **NOTE: Local Preference does not apply to Public Works construction contracts.**

Chatham County has established goals to increase participation of minority and female owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or female business is defined as a business with 51% or greater minority or female ownership or general management. Please check ownership status as applicable:

African-American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_

Native American or Alaskan Indian \_\_\_\_\_ Female \_\_\_\_\_

The above information will be used for statistical purposes only and will not be a factor in the award.

**NOTE:** Quotes may be **faxed** to the Purchasing Department at 912-790-1627, or **mailed** to the above address, or **hand delivered** to the Purchasing Department. All quotes must be received and stamped in prior to 2:00pm local time, 9 December 2010.

For any questions regarding the Request for Quote, please contact Robin Maurer, Procurement Specialist, at 912-790-1623. **For any technical questions prior to site visit please contact the Project Manager, William Wright, Facilities Maintenance and Operations at 912-652-7843.**

#### **GENERAL TERMS, CONDITIONS, AND EXCEPTIONS**

- 1.11 Guarantee:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period any defects occur which are due to faulty material and or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacement or adjustments shall be made only at such time as will be designed by the County as being least detrimental to the operation of County business.
- 1.12 Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, all requirements for licensing, insurance, and service contained within this Invitation for Bids or Proposals. Chatham County has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service or provide the product requested.
- 1.13 County Tax Certificate Requirement:** Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the Chatham County Department of Building and Regulatory Services at (912) 201-4300 for additional information.
- 1.14 Delinquent Real and Personal Property Taxes:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.
- 1.15 Insurance Provisions:** The selected CONTRACTOR shall be required to procure and

maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid. **Contract work will not proceed unless Chatham County has in their possession, a current Certificate of Insurance.**

1.15.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. A Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

1.15.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident., disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.

1.15.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- B. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- D. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- E. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County.
- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

1.16 **References:** Provide with the quote, references from owners of at least three (3) projects of various sizes. Include government owners if possible. If the

contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government. **Provide references on the sheet provided in the packet.**

1.17 **DEBARRED FIRMS AND PENDING LITIGATION:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred for doing business) **will not** be considered for contract award. Proposers **shall** disclose any record of pending lawsuits, criminal violations and/or convictions, etc., and shall not have conflicts of interest. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered. A Statement of Disclosure **must** be provided with response.

1.18 **State Licensing Board for General Contractors:** pursuant to Georgia law, the following types of contractors must obtain a license from the State Licensing Board of Residential and General Contractors by 1 July 2008:

**\*Residential-Basic Contractor** (Contractor work relative to detached on-family and two-family townhouses not over three stories in height).

**\*Residential-Light Commercial Contractor** (Contractor work or activity related to multifamily and multiuse light commercial buildings and structures).

**\*General Contractor** (Contractor work or activity that is unlimited in scope regarding any residential or commercial projects).

**A copy of your licence must be a part of your bid documents at the time of the bid opening.**

### **SCOPE OF SERVICES**

#### **DESIGN AND SPECIFICATION FOR RENOVATION OF RESTROOMS AT MEMORIAL STADIUM**

##### **2.1 GENERAL INFORMATION:**

The purpose of this request is to obtain the services of an engineering consultant to provide design and specifications necessary for the complete renovation of eight (8) public restroom facilities located at Memorial Stadium. Total square feet for all restrooms is approximately 3,137. All restrooms are required to be American Disabilities Act (ADA) compliant. One (1) toilet and one (1) wash basin in each restroom will be ADA compliant. The job site is located at Memorial Stadium, 101 John J. Scott Drive, Savannah, Georgia. For technical questions prior to site visit please contact **William Wright, Project Manager, Facilities Maintenance and Operations at 912-652-7843.**

## **2.2 WORK REQUIREMENTS:**

1. The consultant will provide engineering services to include but not limited to design, detailed plans and specifications suitable for bidding and construction of restrooms. A restroom detail sheet is provided in this packet. It should also be noted, there are no obtainable blueprints for this site.
2. Design and specifications will call for the removal of all toilets, urinals, wash basins and associated fixtures/hardware in both male and female restrooms and replace with new toilets, urinals, wash basins and associated fixtures/hardware.
3. Design and specifications will include replacement of all restroom partitions, doors, stiles, etc. and associated hardware.
4. Design specifications to provide ADA compliant restroom facilities including but not limited to exterior ramps, handicapped stalls/sinks, and the modification of interior restroom walls which includes patching and painting.
5. Consultant will prepare cost estimate to repair floors after construction to include but not limited to replacing damaged tiles, stripping, and applying sealant/epoxy.
6. Contract plumber to evaluate condition of current plumbing to determine the layout/design of existing plumbing and to video current plumbing.
7. Walk thru of site to ensure proper design criteria.
8. Provide detailed construction cost estimate of final design to be utilized for bidding purposes.

## **2.3 PROJECT DELIVERABLES:**

1. Consultant will attend on-site pre-bid and construction meetings.
2. Consultant will provide review of shop drawings, as-builts and provide two (2) copies of final as-builts.
3. Consultant will make three (3) site visits and provide status reports to Project Manager.

## **Commencement and Completion:**

**WORK SHALL BEGIN WITHIN TEN (10) DAYS AFTER RECEIPT OF “NOTICE TO PROCEED”. FINAL DELIVERABLE IS DUE WITHIN 30 CALENDAR DAYS AFTER THE TEN DAY PERIOD.**

END OF SPECIFICATION

## QUOTE SHEET

### DESIGN AND SPECIFICATION FOR RENOVATION OF RESTROOMS AT MEMORIAL STADIUM Q11-7-7

Your price quotation shall cover all aspects of the engineering project.

**NOTE: Chatham County expects your price quote to reflect the total price you will charge for performing the work. There will be no additional reimbursables.**

Quote for engineering services shall be based on the attached Scope of Services.

Total Quote \$ \_\_\_\_\_

Current Bus. License No. \_\_\_\_\_

TERMS \_\_\_\_\_ City \_\_\_\_\_

BY: \_\_\_\_\_ County \_\_\_\_\_  
VENDOR

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

MINORITY VENDOR \_\_\_\_\_ /YES \_\_\_\_\_ /NO \_\_\_\_\_

  
\_\_\_\_\_  
WILLIAM R. PARSON, PURCHASING AGENT

CHATHAM COUNTY, GEORGIA

**LIST OF SUBCONTRACTORS**

I do \_\_\_\_\_, do not \_\_\_\_\_, propose to subcontract some of the work on this project. I propose to subcontract work to the following subcontractors:

<i>NAME AND ADDRESS</i>	<i>TYPE OF WORK</i>

SIGNED: \_\_\_\_\_  
CONTRACTOR



[illegible]

### Restroom Detail Sheet

**Men's Restroom South (Weightlifting Center Side)**

Remove/Replace 12 urinals fixtures / hardware

Remove/Replace 6 Toilets

Remove/Replace 5 partitions and 6 partition doors and all fixtures / hardware

Remove/Replace 4 water basins and all applicable fixtures/hardware

Paint restroom walls

Floor stripped, cleaned, damaged tiles replaced, sealant and epoxy paint applied

Total sqft approximately 400 sqft

**Woman's Restroom South (Weightlifting Center Side)**

Remove/Replace 9 toilets fixtures and hardware

Remove/Replace 6 wash basins and all fixtures/hardware

Remove/Replace 7 partition and 9 partition bathroom doors and all hardware/fixtures

Paint restroom walls

Floor stripped, cleaned, damaged tiles replaced, sealant and epoxy paint applied

Total sqft approximately 358 sqft

**Men's Restroom South East (Weightlifting Center Side)**

Remove/Replace 12 Urinals fixtures/hardware

Remove/Replace 4 wash basins and all fixtures/hardware

Remove/Replace 5 toilets fixtures/hardware

Remove/Replace 5 partitions 6 partition doors and all applicable hardware/fixtures

Paint restroom walls

Floor stripped, cleaned, damaged tiles replaced, sealant and epoxy paint applied

Total sqft approximately 440 sqft

**Women's Restroom South East (Weightlifting Center Side)**

Remove/Replace 8 toilets and fixtures/hardware

Remove/Replace 6 wash basins and fixtures/hardware

Remove/Replace 6 partitions 7 partition doors all hardware and fixtures

Paint restroom walls

Floor stripped, cleaned, damaged tiles replaced, sealant and epoxy paint applied

Total sqft approximately 340 sqft

**Men's Restroom North East (Facing Skidaway)**

Remove/Replace 12 urinals all fixtures/hardware

Remove/Replace 6 toilets all fixtures/hardware

Remove/Replace 4 wash basins and all fixtures/hardware

Remove/Replace 5 partitions 6 partition doors an all applicable hardware/fixtures

Paint restroom walls

Floor stripped, cleaned, damaged tiles replaced, sealant and epoxy paint applied

Total sqft approximately 462 sqft

**Woman's Restroom North East (Facing Skidaway)**

Remove/Replace 9 toilets and all fixtures/hardware

Remove/Replace 6 wash basins and all fixtures/hardware

Remove/Replace 5 partitions, 6 doors and all fixtures. hardware

Paint restroom walls

Floor stripped, cleaned, damaged tiles replaced, sealant and epoxy paint applied

Total sqft approximately 357 sqft

**Men's Restroom North South (Facing Skidaway)**

Remove/Replace 12 urinals and all fixtures/hardware

Remove/Replace 6 toilets and all fixtures/hardware

Remove/Replace 4 sink basins and all fixtures/hardware

Remove/Replace 5 partitions, and 6 partition doors and all fixtures/hardware

Paint restroom walls

Floor stripped, cleaned, damaged tiles replaced, sealant and epoxy paint applied

Total sqft approximately 440 sqft

**Women's Restroom North South (Facing Skidaway)**

Remove/Replace 9 toilets and all fixtures/hardware

Remove/Replace 6 wash basins and all fixtures/hardware

Remove/Replace 9 stall doors and 7 stall partitions

Paint restroom walls

Floor stripped, cleaned, damaged tiles replaced, sealant and epoxy paint applied

Total sqft approximately 340 sqft

**Total sqft for all restrooms is approximately 3137 sqft****\*Note: One toilet in each above mentioned restroom will be ADA compliant****\*Note: One wash basin in each above mentioned restroom will be ADA compliant**

## REFERENCE

(1)

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

(2)

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

(3)

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## EXCEPTION SHEET

Please provide any alternative models and accessories along with complete pricing and any discounts on the State Contract. These will be evaluated as to needed requirements.

If the commodity (ies) and/or service proposed in your Bid is in ANYWAY different from that contained in this proposal, the Bidder is responsible to clearly identify all such differences in the space below. Otherwise, it will be assumed the Bidders' offer is in the total compliance with all aspects of the proposal.

Below are the only differences between my offer and the proposal.

**CHATHAM COUNTY PURCHASING DIVISION  
NO-BID STATEMENT**

In an effort to make the procurement of construction, goods and services for Chatham County as competitive as possible, we are soliciting information from contractors and or vendors who cannot bid. Your "responsiveness" and "constructive" comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues you feel needs addressing.

- ☐ Specifications - Restrictive, too "tight", unclear, specialty item, geared toward one (1) brand or manufacturer only. (Explain below)
- ☐ Manufacturing - Unique item, production time for model or item has expired, etc.
- ☐ Bid Time - Insufficient time to properly respond to bid or proposal.
- ☐ Delivery Time - Specified delivery time cannot be met.
- ☐ Payment - Delay in payment terms. Please be specific.
- ☐ Bonding - We are unable to meet bonding requirements.
- ☐ Insurance - We are unable to meet insurance requirements.
- ☐ Removal - From bidders list for this particular commodity or service.
- ☐ Keep - Our company on your bidders list for future reference.
- ☐ Project is - Too Large\_\_\_\_\_ Too Small\_\_\_\_\_ Site Location Too Distant\_\_\_\_\_.
- ☐ Miscellaneous - Do not wish to bid, do not handle this type of item (s), unable to compete, contract clause (s) not acceptable, etc. Please be specific.

**CONSTRUCTION PROJECTS:** Please provide reason for obtaining a bid package. Check one below.

Interest in this project as a Prime Contractor\_\_\_\_\_, Sub-Contractor\_\_\_\_\_, Supplier\_\_\_\_\_.

The intent in obtaining this information, is to utilize it to adjust procedures, if appropriate and to obtain maximum participation in the competitive bid process. Vendor comments are not restricted to those items listed. Please submit any statement relative to this bid which you feel has an impact on your inability to bid.

**VENDOR STATEMENT**

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**NOTE: RETURN THIS FORM ONLY IF YOU ARE NOT SUBMITTING A BID.**

Bid Number Q11-7-7

Signature\_\_\_\_\_

A&E Services - Restrooms Memorial Stadium  
Commodity number or Name

Firm Name\_\_\_\_\_

Telephone Number\_\_\_\_\_

Purchasing Agent -Telephone: 912-790-1623 or Fax: 912-790-1627

**ATTACHMENT "A"**

**DRUG FREE WORKPLACE CERTIFICATION**

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to

Georgia Annotated, related to the Drug Free Workplace have been complied with full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

\_\_\_\_\_(Contractor) certifies to Chatham County that a drug-free workplace will that a drug-free workplace will be provided for the employees during the performance of this contract known as **DESIGN AND SPECIFICATION FOR RENOVATION OF RESTROOMS AT MEMORIAL STADIUM** pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3.

Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
DATE

**ATTACHMENT B**  
**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know All Men By These Presents, that I (We), \_\_\_\_\_  
Name

\_\_\_\_\_,  
Title Name of Bidder

(herein after company"), in consideration of the privilege to bid/or propose on the following  
Chatham

County project procurement (**DESIGN AND SPECIFICATION FOR RENOVATION OF  
RESTROOMS AT MEMORIAL STADIUM**), hereby consent, covenant and agree as  
follows:

- (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 the bid submitted to Chatham County or the performance of the 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 with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Attachment C**

### **DISCLOSURE OF RESPONSIBILITY STATEMENT**

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.  

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2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.  

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3. List any convictions or civil judgments under states or federal antitrust statutes.  

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4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.  

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5. List any prior suspensions or debarments by any governmental agency.  

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6. List any contracts not completed on time.  

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7. List any penalties imposed for time delays and/or quality of materials and workmanship.  

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8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.  

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I, \_\_\_\_\_, as \_\_\_\_\_  
Name of individual Title & Authority

of \_\_\_\_\_, declare under oath that

Company Name \_\_\_\_\_

the above statements, including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_ by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_

Resident State: \_\_\_\_\_

## Attachment D

### IMMIGRATION AND SECURITY FORM

SB529 (The Ga Security and Immigration and Compliance Act) requires contractors to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor. This requirement of SB529 is a phased-in affidavit filing requirement based on the size of the contractor. Contractors with 500 or more employees are required to file an affidavit of compliance beginning 7/1/07. However, because the requirement is set forth in OCGA 13-10-91 which is a part of Chapter 10 of Title 13 governing public works contracts, the affidavit filing requirements of SB529 therefore only apply to public works contracts.

A. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must initial one of the sections below:

\_\_\_\_ Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/Employer registration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

\_\_\_\_ Contractor has 100-499 employees and Contractor warrants that no later than July 1, 2008, Contractor will register at <https://www.vis-dhs.com/Employer registration> to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

\_\_\_\_ Contractor has 99 or fewer employees and Contractor warrants that no later than July 1, 2009, Contractor will register at RLINK "<https://www.vis-dhs.com/Employer registration>" to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

B. Contractor warrants that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Firm Name: \_\_\_\_\_  
Street/Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Attachment E

### CONTRACTOR AFFIDAVIT AND AGREEMENT

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 (name of public employer) 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 (name of public employer), 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 (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program\* User Identification Number

BY: Authorized Officer or Agent  
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_

Notary Public

My Commission Expires:

\* 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).

## SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) 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.

EEV / Basic Pilot Program\* User Identification Number

BY: \_\_\_\_\_  
(Authorized Officer or Agent  
(Subcontractor Name))

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
\* 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).

**Attachment F**

**CHATHAM COUNTY, GEORGIA**

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

**Certification - the above information is true and complete to the best of my knowledge and belief.**

\_\_\_\_\_  
(Printed or typed Name of Signatory)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NOTE:** The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

**END OF DOCUMENT Mod. CC P & C 6/2005**

**Attachment G**

**Chatham County  
Minority and Women Business Enterprise Program  
M/WBE Compliance Report**

Name of Bidder: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Bid No: \_\_\_\_\_

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total \_\_\_\_\_%

WBE Total \_\_\_\_\_%

M/WBE  
Combined \_\_\_\_\_%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature \_\_\_\_\_ Print \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_