

CHECKLIST

EMERGENCY BULK WASTE PICK-UP AND DELIVERY SERVICES

Resolution # _____

E-Verify Affidavit (See Attachment A)

The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contracts (contracts with a government agency) for the physical performance of services³ over \$2,499.99 in value to enroll in E-Verify, *regardless of the number of employees*. A contractor or sub-contractor may be exempt from this requirement if the contractor or sub-contractor has no employees and does not hire nor intend to hire employees for the purpose of completing any part of the public contract.¹

An exempt contractor or sub-contractor can meet the requirements of the law by providing an unexpired driver's license or identification card issued by a state on a list of approved states. A contractor or sub-contractor is exempt if he is an individual with no employees and no intent to hire employees to work on the contract.

Based on the information above, if you are exempt please check below.

_____ *I certify that I am exempt from the E-verify Affidavit requirement. I am an individual contractor with no employees and no intent to hire employees to work on the contract. I am providing a copy of my unexpired Georgia driver's license or identification card.*

If you have one or more employees you are required to provide the E-verify Affidavit, per the guideline below..

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), Columbus Consolidated Government requires a notarized affidavit from the supplier attesting to the following:

- (A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;
- (B) The user identification number and date of authorization for the affiant;
- (C) The affiant will continue to use the federal work authorization program throughout the contract period; and
- (D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State's E-Verify requirements can be found at: <http://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>. **A completed, notarized E-Verify Affidavit must be provided; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration.**

Contract Signature Page

Proof of Insurance

The successful candidate shall provide proof of commercial liability insurance upon execution of the Contract Signature Page by the candidate. Within 10 days of the award notification and /or candidate signature, the candidate must provide a Certificate of Insurance that names the "Columbus Consolidated Government" as an additional insured, **as well as, list the applicable project or annual contract name, and/or Solicitation name and number**. The Certificate of Insurance must be included with the contract documents prior to finalization of the contract and before any services are performed.

Hold Harmless Agreement (See Attachment B)

Page 1 of Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

Business License (Occupation Tax Certificate)

ATTACHMENT A

CONTRACTOR AFFIDAVIT E-VERIFY / GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT

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 engaged in the physical performance of services on behalf of **Columbus Consolidated Government** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

****See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Name of Contractor

EMERGENCY BULK WASTE PICK-UP AND DELIVERY SERVICES (AS NEEDED CONTRACT)

Name of Project

Columbus Consolidated Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

A properly completed, notarized E-Verify Affidavit must be provided; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

ATTACHMENT B

EMERGENCY BULK WASTE PICK-UP AND DELIVERY SERVICES

HOLD HARMLESS AGREEMENT

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

Executed on _____, __, 20 __ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Printed Name of Company (if applicable)

CONTRACT SIGNATURE PAGE

EMERGENCY BULK WASTE PICK-UP AND DELIVERY SERVICES

Pursuant to Resolution No. _____,

THE UNDERSIGNED HEREBY DECLARES THAT THEY WILL PROVIDE THE FOLLOWING SERVICES ON AN AS-NEEDED BASIS:

Emergency curbside pick-up of bulk waste and delivery of the waste to the landfill. The bulk items will consist of large household appliances and bulk furniture as well as large piles of branches that cannot be collected by regular garbage trucks. The vendors/individuals will be paid \$250 per ton for providing the service until the service period is terminated by the City Manager in his sole discretion.

The minimum equipment list should be as follows:

- Non-Green Bulk Waste (furniture, mattresses, etc.)
 - Enclosed truck or trailer to haul material to landfill
 - If trailer is used - must be high-side with appropriate cover and tie downs to secure load
 - Labor necessary to load and unload waste
 - Truck driver

- Green Bulk Waste
 - Grapple truck with appropriate bucket (flat bottom) for loading waste in residential areas
 - Dump truck (or trucks) to haul material to landfill
 - Rakes to clean area after loading
 - Labor necessary to load and unload waste
 - Truck driver

HE/SHE HAS/THEY HAVE CAREFULLY EXAMINED THE REQUIREMENT HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Witness as to the signing of the contract

Signature of Authorized Representative Date

Witness as to the signing of the contract

Print Name and Title of Signatory

Corporate seal (if applicable)

Company Name

Company Ordering Address

Company Payment Address

Contact: _____

Contact: _____

Email: _____

Email: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this ___ day of _____ 20 ____

APPROVED AS TO LEGAL FORM:

Isaiah Hugley, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Sandra T. Davis, Clerk of Council