



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #014-19

DATE: March 20, 2019

Enclosed you will find the necessary information for preparing and submitting your proposal for a qualified consulting firm with the experience and resources necessary to update the **Transit Development Plan** for the City of Rome, Georgia.

The deadline for submitting your bid is **April 23, 2019 at 10:00 a.m.**

The deadline for submitting questions regarding this proposal is **April 17, 2019 by 5:00 p.m.**

If you have further questions, please e-mail any inquiries to Johnna Allen at jallen@romega.us. All questions and answers will be posted on the website www.romefloyd.com. It will be the responsibility of interested parties to visit the website frequently to insure receipt of any new information that may be made available.

Johnna M. Allen
Purchasing Director

JMA/res

INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **April 23, 2019 at 10:00 a.m.**

II. Bids must be delivered to:

City of Rome
Attn: JOHNNNA M. ALLEN
601 Broad Street
P.O. Box 1433
Rome, Georgia 30162

III. Bids must be sealed and marked:

“014-19 Consultant – Transit Development Plan”

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Bidder's Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Prompt Payment Affidavit
- F. Request for Taxpayer I.D. Number
- G. Drug-Free Workplace Certification
- H. E-Verify Compliance Affidavit
- I. SAVE Compliance Affidavit

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Bidder shall submit all required forms and information simultaneously with sealed bids, which forms and information become a part of the property of the City of Rome and will not be returned to bidders unless a written request to withdraw is received prior to **April 23, 2019 @ 10:00 a.m.**

V. Payment:

When contracts are awarded, payment by the City of Rome will be the normal 30-day cycle. However, the City does make every effort to honor all discounts.

REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the bidders bid. Any exceptions must be in writing.

Notice is hereby given that the City of Rome will receive sealed bids from interested parties until **April 23, 2019 at 10:00 a.m.** at its offices located at 601 Broad Street, Rome, Georgia 30162-1433.

Any bids received thereafter will not be considered.

Bids will be publicly opened and read at the City of Rome Purchasing Department located at 601 Broad Street on the day and at the hour specified.

The purchaser may consider as non-responsive, any bid in which there is an alteration of, or departure from the bid form hereto attached.

The City of Rome, Georgia is requesting qualifications and proposals from a consultant to provide a TDP for the Rome Transit Department. The City will review and evaluate the RFP responses, and determine the firm that demonstrates the greatest capabilities and relevant experience, proposes a reasonable cost, and is the most advantageous in fulfilling the Owner's goals for this project. The City of Rome reserves the right to accept, reject, and/or negotiate any or all proposals as determined by them to be in the City's best interest. The bidder to whom award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a bidder who, in the sole opinion and discretion of the purchaser is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

NOTE: Unless stated on the bid form the bid submitted will assume all specifications will be met. Please note on the bid form all exceptions.

A. Background

As part of the Rome/Floyd Metropolitan Planning Organization (RFMPO) planning process, in coordination with City of Rome Transit Department (RTD), we are seeking proposals from qualified consulting firms with the experience and resources necessary to update the Transit Development Plan (TDP). It is essential that the TDP be updated to provide adequate guidance to make operational adjustments and improvements for Main Line, Tripper, and Para-transit services.

As the designated Rome-Floyd County MPO the City of Rome Transit Department is responsible under federal law for maintaining a continuous, comprehensive, and coordinated transportation planning process. A component to this process is the development of the TDP which is intended to identify strategies and recommendations to improve transit service delivery in the City of Rome.

The City of Rome presently operates five (5) Main Line fixed routes, twenty-six (26) Tripper routes, and six (6) Paratransit routes Monday – Friday from 5:40 am – 6:30 pm. The five (5) routes are illustrated in Figure 2, which connect hourly at the Midtown Transit Station in downtown Rome, which enable passengers to transfer to other routes. A large part of the service provided by RTD is “tripper bus service” oriented to transport students to and from schools. The service has been designed to be open door to the public to ensure compliance with Federal transit requirements.

In 2018 RTD provided 115,120 Main Line passenger trips; 958,019 Tripper passenger trips; and 6,938 Paratransit passenger trips. RTD also has a contract with Transit Alliance to provide Paratransit trips and transported 15,715 passengers within the City limits of Rome. This service is provided the same as the Main Line service hours and goes $\frac{3}{4}$ mile outside the Main Line fixed and Tripper route services.

The TDP will analyze a wide range of service, capital, and financial alternatives. The consultant shall evaluate the existing transit department in place, gauge opportunities for improved transit coordination in the area, identify the most efficient approach to meet the needs of the public, and carefully consider where transit resources should be devoted over the planning period.

Public involvement and outreach activities are integral components of the TDP and are expected to be included in the consultant’s work program. The final product will guide the provision of services over the next five-year period within the financial revenues projected and include an implementation plan to accomplish TDP recommendations. The TDP will provide an implementation schedule for all plan elements, identifying the responsible parties and financial requirements. Minor changes to the scope may be necessary to integrate innovative approaches suggested by the consultant.

B. Scope of Work

The MPO is seeking a consultant that can not only provide the typical qualifications necessary in the development of a TDP but also has the ability to provide innovation, originality, and creativity in examining and proposing service concepts, potential market expansions, and system efficiencies related to Mainline, Tripper, and Para-Transit services, specifically in reference to FTA guidelines/compliance.

Outlined below is the scope of work that will guide development of the TDP for the Rome Transit Department. The MPO has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

At minimum, the consultant shall be expected to establish detailed analysis, recommendations and/or deliverables for the following tasks:

Task 1.0: Background & Introduction. The consultant shall develop a background and introduction to establish a framework of base information for the TDP development.

Task 2.0: Data Collection and Analysis of Existing Transit Services. The consultant shall collect and conduct an initial review and analysis of current and previous planning efforts. The consultant shall also provide a summary of existing conditions and the operating environment (transit history, operations, agreements, ridership trends, finances, etc.) of transit services offered by Rome Transit Department. In addition, the consultant shall, at minimum, compile the following data:

- Service area and clients served;
- Hours of operation and level of service;
- Number of passengers and passenger trips by fare category;
- Operating budget, funding sources, and financial program information;
- Fare structure;
- Equipment and facilities;
- Route structure and ability to maintain on-time performance
- Existing fleet replacement and bus stop improvement; and
- Marketing efforts.

The consultant shall document existing demographics, land use, and travel patterns as they relate to transit services. This shall be inclusive of ridership propensity, transit-supportive density, and economic characteristics to help describe the market for transit in the City of Rome and to recommend areas for new or improved transit services, if necessary.

The consultant shall update information related to current or proposed major activity centers such as hospitals, clinics, senior centers, shopping centers, recreational areas, employment centers, social services, and other major transit generators.

The consultant shall evaluate the existing ridership data for each service provided, evaluate ridership by service, and identify ridership patterns.

The consultant shall evaluate existing transit services and identify the coordination of services where they exist, areas where coordination needs improvement, and areas where there may be service duplication.

Task 3.0: System Goals, Objectives, and Performance Measures. The consultant shall consider the existing goals and objectives and performance measures regarding public transit in the City of Rome. The consultant shall consider modifications of these to draft specific, measurable, achievable, realistic, and timely goals and objectives. The intent of these goals, objectives, and performance measures shall be to establish a system in which the functionality of the transit system can be assessed from various perspectives throughout the planning horizon of the TDP. Goals, objectives, and performance measures shall draw upon the national goals of current legislation and the current LRTP and TIP for Rome-Floyd County.

Task 4.0: Issue Identification & Needs Assessment. The consultant shall prepare an overarching assessment which clearly summarizes and prioritizes all applicable issues and needs as identified in the existing conditions information. This task will develop the community vision for Rome Transit Department.

The consultant shall combine data and input from the existing conditions information, review of current transit services, surveys, and input provided by RTD staff and operators to identify high and low transit demand areas.

The consultant shall contact key stakeholders to determine transportation needs, key days and times desired for transit services, potential solutions – including options outside of traditional fixed route service, and coordination opportunities.

The RTD recently received a GDOT audit and results brought attention to the transit department’s Tripper services. The consultant shall specifically focus on the development/restructuring of the Tripper service to achieve FTA compliance.

Task 5.0: Operational Alternatives Development & Analysis. The consultant shall set forth an appropriate methodology for the development and analysis of system operation alternatives for RTD. This analysis shall include fixed route rationalization, productivity and efficiency measures, route-specific recommendations (i.e. operations, alignment, etc.), and other system facility concepts.

In Rome Transit Department there is a need to review Tripper services in regards to FTA guidelines/compliance.

The consultant shall approach the TDP and current transit operations as it pertains to The 2040 Comprehensive Plan. The 2040 Comprehensive Plan calls for the following, as it relates to transit operations:

- Expand transit service to new commercial, service, and multi-family residential developments, and consistently amend routes and bus stop locations as new development occurs.
- Develop a study that examines the feasibility of expanding the Rome Transit Department into relevant areas of unincorporated Floyd County and Cave Spring, as well as potential service changes throughout the existing system.
- Continue to support transit functions through capital improvements.
- Fixed route expansion/improvements
- Capital procurement (fare boxes, security systems, passengers, etc.)
- Paratransit bus service route improvements
- Paratransit vehicle procurement
- Tripper service compliance
- Efficiency and capacity of current maintenance facility

The consultant will bring forward all possible route change alternatives to go through a public comment period. Once plan recommendations for the routes have been finalized future routes need to be created that best fit with the recommended routes. These planned routes will help business know where to expect transit service in the future. Thresholds for expanding into planned routes will be written into current

policies for transit and planning. The operational analysis should also look at staffing levels of RTD as to if they are appropriate for current services provided and if future expansion happens what associate staffing levels need to be expanded as well. Also part of this analysis, the consultant will assist the MPO in understanding whether any of these alternatives impact the identified EJ populations. The impact analysis shall assist in concluding any adverse impacts and resolutions if any adverse impacts are identified.

Task 6.0: Financial Plan & Implementation. The consultant shall develop a coordinated financial plan which identifies how various preferred alternatives may be implemented over the years of the TDP. This detailed strategy shall be developed to ensure effective implementation and include recommendations on programming of additional local, state, and federal resources. The consultant will have to assist the MPO in understanding these potential impacts to the financial plan.

Task 7.0: Public Involvement. In compliance with the MPO's adopted Public Participation Plan, the MPO, RTD, and the consultant shall cooperatively implement a robust public participation strategy to engage the public, transit users, and interested persons and stakeholders in the TDP update process. All public involvement comments shall be summarized by the consultant and provided to staff for consideration throughout development of the plan. All comments shall be documented by the consultant within the plan prior to final adoption by local jurisdictions. The development of the TDP shall be supported through the following public involvement components:

Stakeholders:

- City of Rome
- MPO
- Rome-Floyd County Planning Staff
- Rome Transit Department Staff
- Georgia Department of Transportation
- Federal Transit Administration (FTA)
- Federal Highway Administration (FHWA)
- Rome City Schools
- Transit Riders
- Transit Operators
- Student Riders
- Parents
- Others to be determined

Public Input Meetings: Development of the TDP shall be supported by adequate public input meetings. The MPO shall utilize its website and list of interested persons, stakeholders, and targeted interest groups to distribute public input meeting information. The consultant shall prepare notices and public announcements and have them to the MPO one week before the announcement goes out to the public. The MPO and RTD shall be responsible for issuing notices and public announcements. The consultant shall get meeting information to the MPO one week before the meeting. The consultant shall be responsible for the facilitation of public input meetings.

Council/Commission Presentation: The consultant should be prepared to make presentations to applicable officials as needed.

Transit Rider Survey: The consultant shall develop a transit rider survey for distribution in print and web format to support the TDP update. The survey is intended to inform specific analysis on the TDP update, with an opportunity for open-ended comments regarding system needs and operations.

Task 8.0: Deliverables: The consultant shall prepare Technical Memorandums for Tasks 2 through 6. These memorandums will be reviewed by staff for additional comments. The Technical Memorandums are to be used as the base for the chapters in the TDP. Each chapter, when applicable, of the document will reference or express direction concerning integration and /or compliance with Title VI (LEP) and Environmental Justice. The consultant should also note the 2019 Statewide DBE goal of 10.55% and that the plan is race-neutral.

The consultant shall prepare an administrative draft TDP for review and comment by staff. This draft is to be provided as an electronic PDF. Comments received from staff shall be incorporated in the final draft of the TDP.

The consultant shall consider and incorporate the comments received on the draft TDP into the final report, as appropriate, and present it to Rome Transit Department, the MPO's Technical Coordinating Committee and Transportation Policy Committee, and applicable metropolitan jurisdictions.

The consultant shall provide the MPO and RTD ten (10) bound copies, a reproducible original in PDF format, and a changeable original in Word format. The consultant shall also provide an electronic copy of all final figures, tables, maps, and shape files that were created to produce the document.

C. Project Deliverables

The final product will show recommendations for future transit operations in the MPO area.

Final Report due August 1, 2019.

D. Other Requirements

The consultant will update the Project Manager on an on-going basis, along with a written monthly progress report which will clearly reflect progress, timeliness, and budget expenditures. The monthly progress report will be required with the submission of each invoice.

BID FORM

TO: City of Rome – Purchasing Department
ATTN: JOHNNNA M. ALLEN
P.O. Box 1433
601 Broad Street
Rome, Georgia 30162-1433

BID PKG. “014-19 Consultant – Transit Development Plan”

Total Cost: \$ _____

Completion of the Plan must be within 90 days of award which will be no later than April 30, 2019.

Bidder’s response: _____

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Name of Individual, Partner or Corporation

Company

Title

Address

Authorized Signature

City, State, Zip Code

Company phone number

Please attach contact’s business card:

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

- That the bidder has carefully read and fully understands the full scope of the specifications.
- That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That the bidder has liability insurance and a declaration of insurance form is included in the bid package.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **April 23, 2019 at 10:00 a.m.** but may not be withdrawn after such date and time.
- That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.
- That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.
- If a partnership, a general partner must sign.
- If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____ 20_____

NOTARY PUBLIC

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																																																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																																			
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; padding: 2px;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="10" style="text-align: center; padding: 2px;">or</td> </tr> <tr> <td colspan="10" style="text-align: center; padding: 2px;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																				or										Employer identification number																			
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Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CITY OF ROME

DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Bidder further certifies that it 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.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

CITY OF ROME, GEORGIA
E-VERIFY COMPLIANCE AFFADAVIT

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 the City of Rome, Georgia 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:

Federal Work Authorization User Identification number
(Not Required if Less than 10 Employees)

Signature (if less than 10 employees)

Date of Authorization

Name of Contractor

Name of Project

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:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFADAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

_____.

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 O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Name of Applicant Printed

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC
My Commission Expires: