



Office of County Commissioners
130 Jacob's Way, Suite 302, Clarkesville, GA 30523
706-839-0200

www.habershamga.com

REQUEST FOR PROPOSALS

Habersham County Office of County Commissioners is soliciting proposals for:
Tree Waste Grinding Services
Hurricane Helene

PROPOSALS DUE:

Wednesday January 8, 2025
10:00am EST

SUBMIT BIDS TO:

Habersham County Office of the Commissioner
Attn: Purchasing, Finance Department
130 Jacob's Way
Suite, 302
Clarkesville, GA 30523
purchasing@habershamga.com
706-839-0200



Office of County Commissioners
Tree Waste Grinding Services
Hurricane Helene
Proposals Due Wednesday, January 8,
2025 No later than 10:00 am EST

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RFP Timetable

Description	Date
RFP released	December 11, 2024
Deadline for proposal questions	Tuesday January 2, at 5:00 PM EST
Submittal deadline	January 8, 2025, at 10:00 AM EST
Tentative award date/Notice to Proceed: (pending B.O.C. approval)	January 22, 2025

Grinding Services shall be completed within thirty (30) days or less of the Notice to Proceed.

Submittal Requirements

Each bidder must submit their proposal, enclosed in a sealed envelope or box, and marked with the bidders' name, address and labeled: **"Tree Waste Grinding Services – Hurricane Helene"** and addressed to:

Habersham County
Purchasing, Finance Department
130 Jacob's Way, Suite 302
Clarksville, GA 30523

Proposals shall be received no later than **10:00 AM, Wednesday January 8, 2025** at Habersham County's Administration Building at 130 Jacob's Way, Suite 302, Clarksville, GA 30523, at which time and place all proposals will be publicly opened and acknowledged.

Habersham County is located in the northeast corner of Georgia, approximately 90 miles north of Atlanta. Habersham County Seat is Clarksville, GA. Population is estimated at approximately 47,000 and encompasses 279 square miles.

TERMS AND CONDITIONS

1. Habersham County is seeking proposals from qualified contractors for Tree Waste Grinding Services for Hurricane Helene.
2. Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Habersham County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the improper designation.
3. Habersham County reserves the right to reject any and all proposals. The County will not discriminate against any vendor submitting a bid because of race, creed, color, national origin, or handicap. The County is an equal opportunity employer.
4. Habersham County encourages all proposers to promote opportunities for diverse business, including Minority Business Enterprises ("MBE"), Female Business Enterprises ("FBE"), and Small Business Enterprises ("SBE") to be included as sub-consultants and/or vendors. However, nothing herein should be construed to indicate that a MBE, FBE or SBE may not apply and be selected independently. MBEs, FBEs, and SBEs that meet qualifications of this RFP are encouraged to submit their qualification for consideration.
5. Habersham County reserves the right to exercise discretion and apply its judgment with respect to all bid proposals submitted. The County also reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of consulting firms submitting proposals, supplementary information as may be necessary for County staff to analyze the bids proposals.

6. Habersham County may elect to award a contract in multiple phases, as is deemed to be in the County's best interest. Should the County award projects in phases, the County reserves the right to award the phases to the same firm. All proposals submitted in response to the RFP become property of Habersham County and public records, and will be subject to public view.
7. All proposals shall constitute, for a period of 90 calendar days from date of award, an irrevocable offer to provide the goods/services set forth in the specifications and proposal.
8. At no time shall the successful vendor reproduce Habersham County's logo, return address or any other identifying or proprietary information for any other purpose. Also, the vendor shall not use Habersham County in any advertisements without the written consent of the County.
9. Habersham County Government is tax exempt. The selected vendor will be provided with Habersham County's Sales and Use Tax Certificate of Exemption number upon request.
10. The successful bidder shall furnish Habersham County a Performance and Payment Bond prior to the execution of the Contract should the contract price exceed \$50,000. Performance and Payment Bonds shall be equal to 100 percent of the Contract. The Bonds shall be executed by the Contractor and a Surety Company acceptable to the County, and authorized to do business in the State of Georgia. In the event the bond is furnished by an out-of-state agent, it shall be countersigned by a Georgia resident agent in accordance with laws of Georgia.
11. The successful bidder shall be required to procure and maintain insurance against claims for injuries to persons or damages to property for the duration of contract. The cost of such insurance should be included in the purposely packet.
12. Habersham County follows the purchasing policies and procedures adopted on December 14, 2015 through Habersham County Ordinance to Chapter 2, Article 4, Division 2. Refer to http://www.habershamga.com/document_center.cfm?fid=339&ysnDC=1 for complete document.

QUESTIONS AND INTERPRETATIONS

No inquiries or interpretation of meaning concerning this Request for Proposal will be made to any interested party orally. Every inquiry or request for interpretation should be made in writing via e-mail. All inquiries and requests for interpretation should be sent via e-mail to purchasing@habershamga.com. All questions and all answers will be posted on the website www.habershamga.com. It will be the responsibility of interested parties to periodically check the website for any new information. Pre-awarded protests should be handled in the same manner as defined in the County's Purchasing Manual.

SPECIAL CONDITIONS

Qualifications of The Firm

1. Provide a description and history of the firm focusing on previous governmental Tree Waste Grinding Services experience.
2. Provide a listing of Tree Waste Grinding Services projects within the last ten (10) years with a brief narrative of each project, client and services provided, whether as lead agency or as a sub-contractor, value of services and current status.
3. State if your firm has operated under a different name within the past ten (10) years and provide the name that your firm previously operated under.

4. Provide complete details of any contract termination within the last (10) years and state the reason(s) for the termination.
5. Firm responses shall include, at minimum, the following:
 - Experience coordinating with Federal, State, and Local emergency agencies.
 - Provide a detailed list of all the services that company is able to provide.
 - Provide an equipment list to meet or exceed the minimum requirements of the Scope of Services and indicate if owned, leased, sub-contracted and time of availability should upon activation of contract.
6. Provide a list of all claims, arbitrations, administrative hearings and lawsuits related to debris removal services brought against your company. Has the proposer been defendant in any litigation involving debris removal services in the last ten (10) years? If so, provide a detailed description of such litigation and the outcome. Has the proposer ever been the subject of an investigation involving debris removal services? If so, provide a detailed description of the investigation and its outcome. Has the proposer ever brought suit against a state or local government involving the proposer's debris removal services contract with such a governmental entity? If so, provide a detailed description of the suit and its outcome. Is the proposer currently barred from doing GEMA/FEMA related work? The respondent must advise the County if they are on the Federal and/or State Excluded Parties List. Failure to comply with this requirement will automatically disqualify the respondent's bid.
7. Certification that the Bidder or its officers or any predecessor companies are not under any part of the Bankruptcy Act nor ever filed under the Bankruptcy Act within the previous seven years.

Evaluation Criteria

An award may be issued to other than the lowest responsible and responsive bidder based on "best value" to the County. "Best value" shall be determined based upon, but not limited to, the following criteria:

- The ability, capacity and skill of the respondent to perform the contract or provide the services required.
- The capacity of the respondent or firm to perform the contract or provide the service promptly or within the time specified without delay or interference.
- The character, integrity, reputation, judgement, experience and efficacies of the respondent or firm.
- The quality of performance and previous contracts or services.
- The previous and existing compliance by the respondent or firm with laws and ordinances relating to the contract or services.
- The sufficiency of the financial resources and ability of the respondent or firm to perform the contract or provide the services.
- The number and scope of conditions attached to the proposal or firm, if any.
- Cost of services.

Appendices

Include any additional information you deem essential to a proper evaluation of your proposal not included in the preceding section. These Appendices should be relevant and brief.

Contract

The successful contractor will be expected to provide an executed contract for approval by the Board. Upon receipt of the fully executed contract, the contractor shall be bound to deliver the stated services according to the terms and conditions of the contract and any addendums thereto. Habersham County shall also be bound on the said terms and conditions to procure the services described and remit payment to the contractor when said services are completed. The successful contractor shall not commence work under this Request for

Proposal until a written contract is awarded. If the successful contractor does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

Performance and Approval of Sub-Consultants

The Vendor will perform the work as an independent contractor and not as an agent or employee of Habersham County, and will secure written permission from Habersham County before subcontracting any part of this service. *Vendor will only have one tier of subcontractors unless prior approval is given by Habersham County.*

Changes

In the event a contract is awarded, Habersham County may, with prior Board approval, make changes at any time during the contract period within the general scope of the contract and its technical provisions. If any such change causes any increase or decrease in the Vendor's cost of performing any part of the contract, an equitable adjustment shall be made in the contract prices, or in the time of performance, or in both. A written memorandum of such adjustment shall be made prior to any changes in contract pricing schedules.

Inspection by Contractor

The contractor understands that any information provided by Habersham County is meant only to assist the contractor and contractor agrees to rely on its own knowledge and investigation and not any assistance provided by Habersham County.

Hours of Work

The Contractor shall operate during daylight hours coordinating with Habersham County's designated representative.

Personnel

Contractor represents and warrants to Habersham County that the Contractor has or shall secure at its own expense prior to the commencement of services hereunder, all necessary personnel required to perform the services under this Contract. Such personnel shall not be deemed to be employees or agents of Habersham County or to have any contractual relationship with Habersham County. All services required of the Contractor hereunder shall be performed by the Contractor or under its supervision, and all personnel engaged in performing such services shall be fully qualified, and if necessary, authorized under applicable law to perform such services. Any changes or substitutions in the Contractor's key personnel must be approved in advance by Habersham County. The contractor represents and warrants to Habersham County that all services shall be performed by skilled and competent personnel to the highest professional standards in the field. The contractor shall remove from the work described in this Contract any person Habersham County deems to be incompetent, careless, or otherwise objectionable.

Modifications of Work

Habersham County reserves the right to make changes in the Services, including alterations, reductions or additions thereto. If Habersham County elects to make the change, Habersham County shall issue a contract amendment or change order and the contractor shall not commence work on any such change until such written amendment or change order has been issued and signed by both parties.

SCOPE OF SERVICES

Habersham County has collected various tree waste and debris caused by Hurricane Helene. The debris has been collected by Habersham County forces and placed at the following Debris Management Sites (DMS):

- 1) Habersham County Emergency Services Station 16, 6357 GA-17
34°39'37"N 83°38'20"W Approximate debris pile size(s): 26' x 115'; 11' x 62'; 15' x 20'
- 2) County Property located at 370 Harvey Adams Circle, Clarkesville, GA 30523
34°36'03"N 83°30'22"W Approximate debris pile size: 65' x 300'
- 3) Habersham County Emergency Services Station 17, 4455 The Orchard Rd
34°42'09"N 83°26'10"W Approximate debris pile size: 33' x 57'
- 4) Old County Landfill at the end of Frank Arrowhead Rd.
34°31'30"N 83°35'21"W Approximate debris pile size: 30' x 107'

The work to be performed under this Contract shall consist of the complete grinding of the stockpiled debris.

The resultant wood chips/grindings are to remain at the DMS for use by the County. The Contractor shall maintain DMS in accordance with appropriate use standards, safety standards, and regulatory requirements.

The Contractor shall manage the site(s) to minimize the risk of fire.

Contractor shall provide a DMS Foreman. The DMS Foreman will be responsible for management of all grinding operations of the site(s). The DMS site foreman will coordinate directly with Habersham County's/authorized agency's site monitor.

The Contractor shall be responsible to assemble and direct a workforce that can complete all debris grinding services.

The Contractor shall supervise and direct the work, using skilled labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, taxes and fees necessary to perform under the terms of the contract.

The Contractor shall ensure that wherever non-English speaking crews are utilized, at least one crew supervisor must be fluent in English.

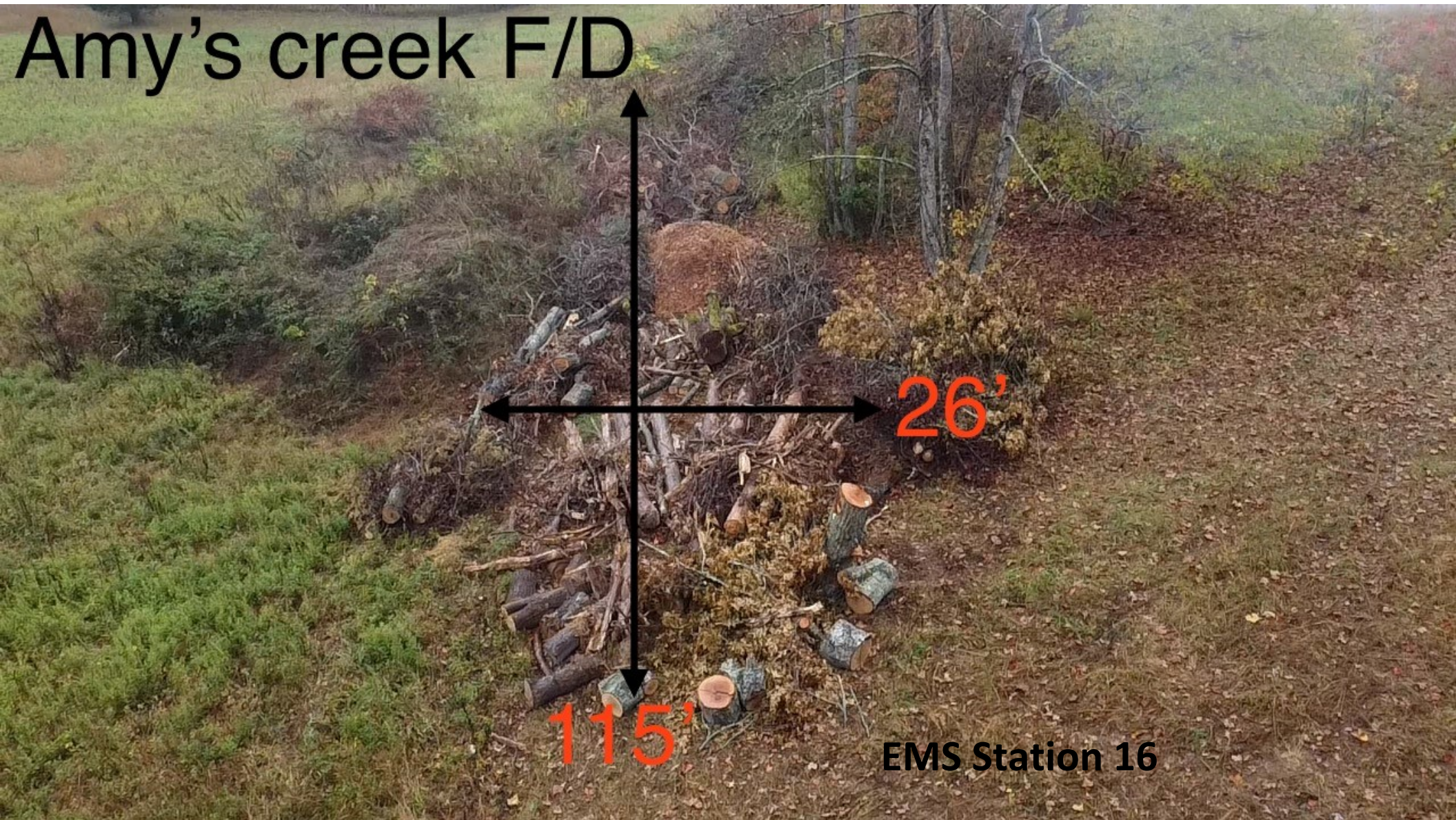
The Contractor shall be responsible for correcting any notices of violations issued as a result of the Contractor's or any subcontractor's actions or operations during the performance of the contract. Corrections for any such violations shall be at no additional cost to Habersham County and/or the authorized agencies.

Reduction of Vegetative Debris by Grinding

The Contractor shall reduce vegetative debris by grinding. This shall include vegetative debris delivered to the DMS by Habersham County. Payment under this pay item shall be based on a per cubic yard quantity measured upon completion of grinding.

**Debris Pile Photos and Approximate Dimensions Follow:
(note: dimensions are provided for informational purposes only. It is the contractor's responsibility to calculate their own quantities.)**

Amy's creek F/D

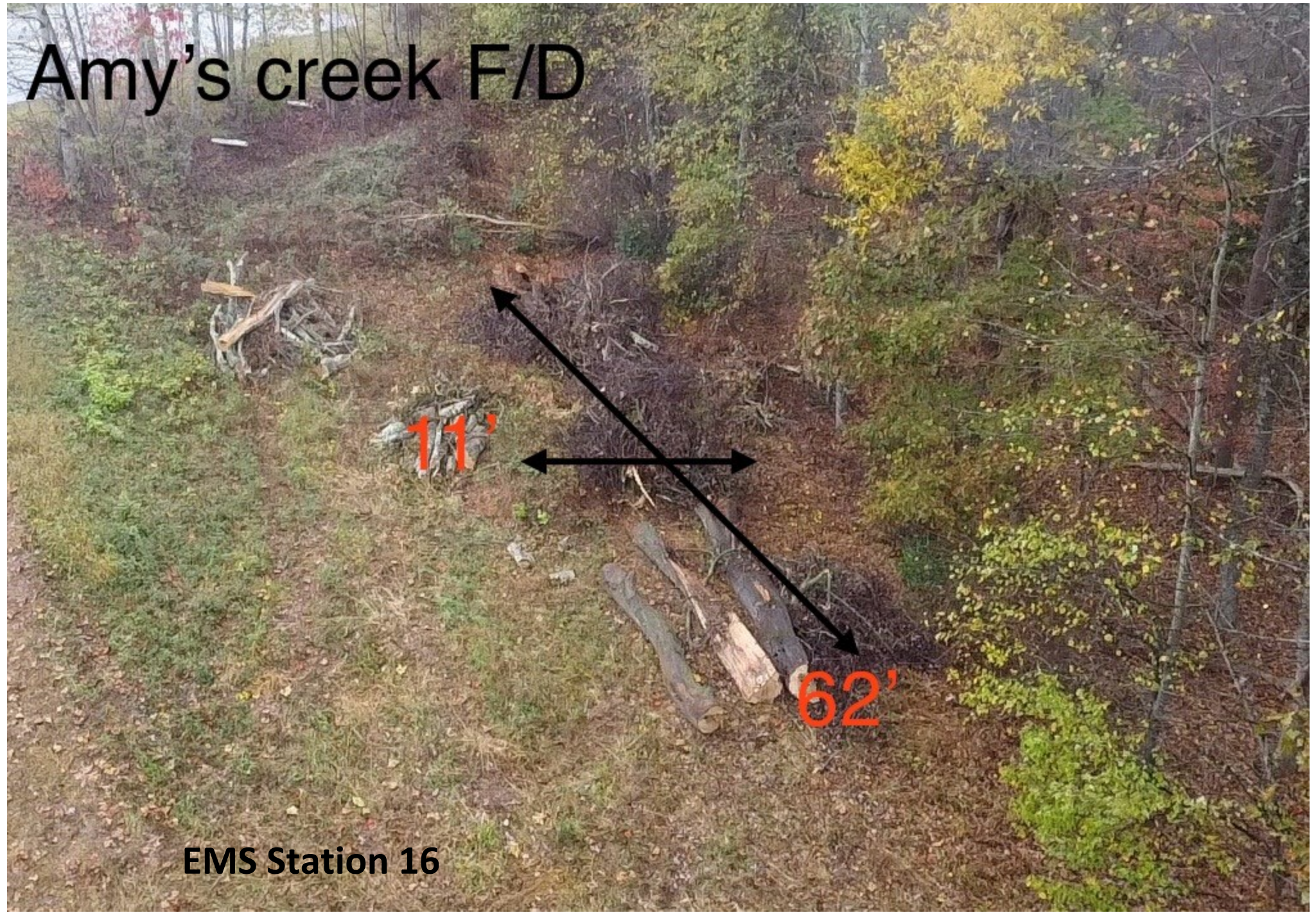


115'

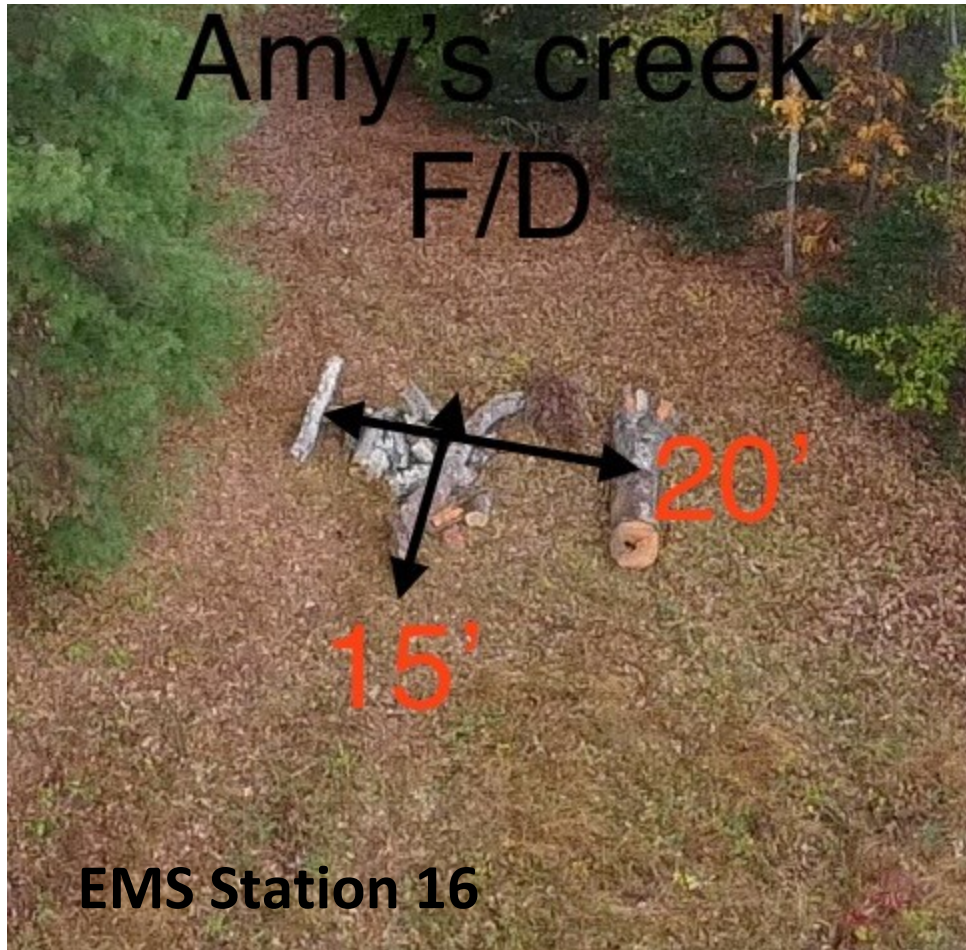
26'

EMS Station 16

Amy's creek F/D



EMS Station 16



Roper Dr.

370 Harvey Adams Circle

65'

300'



Bear Gap F/D



33'

57'

EMS Station 17

Old Landfill (Frank Arrowood)



Pricing Proposal Form

Item Description	Approx. Unit	Unit	Unit Price
Grinding of Vegetative Debris at a DMS Provided by Habersham County <i>*Grinding of Disaster Related Debris Delivered to the DMS by Contractor or Habersham County*</i>		C Y	\$___.___/cy



**Proposing Company Contact Information
Request for Proposal
Tree Waste Grinding Services**

Company Name: _____

Billing Address: _____

Billing Phone & Fax: _____

Service Address: (if different) _____

Service Phone & Fax: _____

Company Representative: _____

Rep. Phone Number: _____

Rep. Email: _____

It is agreed by the undersigned offeror that the signature and submission of this proposal represents the vendor's acceptance of all terms, conditions, and requirements of specifications. If awarded, the proposals will become part of the contract agreement between parties.

Signature of authorized company representative

Date

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the requirements.

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 will be provided before the commencement of any work.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **January 8, 2025 at 10:00 a.m.** but may not be withdrawn after such date and time.

That Habersham County reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. Habersham County reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that Habersham County 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)

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 Habersham County or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of Habersham County 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

CONTRACTOR'S CERTIFICATON

DRUG- FREE WORKPLACE

STATE OF GEORGIA
HABERSHAM COUNTY

PROJECT NO. Tree Waste Grinding Services

I hereby certify that I am a principle and duly authorized representative of

Whose address is _____

And that:

1. The provisions of Section 50-24-1 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,
2. A drug-free workplace will be provided for the contractor's employee's during the performance of the contract ; and,
3. Each subcontractor hired by the Prime Contractor shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The Prime Contractor shall secure from the subcontractor the following written certification: "As a part of the subcontracting agreement with _____ certifies to the Prime Contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia annotated Section 50-24-3": and
4. It is certified that the undersigned will not engage in unlawful manufacture, sale distribution, possession, or use of an uncontrolled substance or marijuana during the performance of the contract.

DATE: _____

Signature

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 Habersham County. The bidders may be declared, by Habersham County, ineligible for further contracts with Habersham County 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

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.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ^a _____ <input type="checkbox"/> Other (see instructions) ^a _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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 the "Name" line to avoid backup withholding. For individuals, this is 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 *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

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 ^a	Date ^a
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
 Future developments. The IRS has created a page on www.irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



Office of County Commissioners
130 Jacob's Way, Suite 301, Clarkesville, GA 30523
706-839-0200 Fax: 706-839-0219
www.habershamga.com

**STATE OF GEORGIA E-Verify PROGRAM VENDOR/CONTRACTOR
AFFIDAVIT AND AGREEMENT**

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned contractor verifies it's 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 Habersham County 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 are as follows:

EEV / Basic Pilot Program User ID Number (E-Verify)

FURTHER AFFIANT SAYETH NOT.

BY: Authorized Officer or Agent Signature

Contractor Address

Title of Authorized Officer or Agent of Contractor Above

Company / Contractor Name

Contractor City, State, Zip Code

Date of Contract between Contractor and Habersham County

Sworn to and subscribed before me

This _____ day of _____, 20____

Notary Public

My commission expires: _____

** 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. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV I 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).*