



Where Community Connects

STOCKBRIDGE

CITY COUNCIL

Mayor

Anthony Ford

Mayor Pro Tem Elton Alexander

Councilwoman Yolanda Barber

Councilman John Blount

Councilwoman LaKeisha Gantt

Councilman Alphonso Thomas

CITY MANAGER

Randy Knighton

CITY CLERK

Vanessa Holiday

CITY TREASURER

John Wiggins

CITY ATTORNEY

Quinton G. Washington

Jeremy T. Berry

**Council Meeting
Agenda
April 12, 2021 6:00 PM**



Stockbridge City Hall

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.cityofstockbridge.com

Phone: 770-389-7900

Fax: 770-389-7912



AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

MONDAY, APRIL 12, 2021 6:00 PM

Mayor & City Council

Mayor Anthony S. Ford
Mayor Pro Tem Elton Alexander
Councilwoman Yolanda Barber
Councilman John Blount
Councilwoman LaKeisha Gantt
Councilman Alphonso Thomas

Administration

Randy Knighton, City Manager
Vanessa Holiday, City Clerk
John Wiggins, City Treasurer
Quinton G. Washington, City Attorney
Jeremy T. Berry, City Attorney

ZOOM INFORMATION-

<https://us02web.zoom.us/j/82836070083?pwd=VzF5VVFUOWIUVnMrMi90STV1ZGxNdz09>
Passcode: 651320

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

ADOPTION OF THE MINUTES

- 1 Approval of the February 8, 2021 Minutes
- 2 Approval of the February 23, 2021 Minutes

PUBLIC COMMENTS

CEREMONIAL - Paint Henry Blue Proclamation and Autism Awareness Month

OLD BUSINESS

- 3 Council Consideration to approve beautification project on Campground Road median.
- Presented by: Decius Aaron
- 4 REQUEST FOR PROPOSAL (RFP) NUMBER 2021-0026 – Annual On-Call Water and Sewer Emergency, Operational Repair, Maintenance and Construction
- 5 REQUEST FOR PROPOSAL (RFP) NUMBER 2021-0025 – City of Stockbridge Janitorial Maintenance Services
- 6 REQUEST FOR PROPOSAL (RFP) NUMBER: 2021-0027, Professional Building, Permitting & Inspection Services to SAFEbuilt Georgia, LLC.

NEW BUSINESS

- 7 Council Consideration to approve extend the Moratorium on Hookah Bars/Lounges and Cigar Bars/Lounges for 180 days - Presented by: Quinton Washington
- 8 Council Consideration to appoint members to the Planning Commission for a term of four years. - Presented by: Quinton Washington
- 9 Council consideration to appoint members to the Citywide Development Authority - Presented by: Quinton Washington

DISCUSSION

- 10 Aquatic Center IGA (Intergovernmental Agreement)

MAYOR'S COMMENTS (Mayor Anthony Ford)

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS - UPCOMING MEETINGS & ANNOUNCEMENTS Meeting will be held via Zoom until further notice. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com for the meeting invitation link, Facebook page or contact City Hall offices at 770-389-7900 for updates. • City Council Meeting at 6:00 p.m. Via Zoom – 2nd Monday of each month. • Main Street Advisory Board Meeting, at 9:00 a.m. Via Zoom - 2nd Friday of each month • Downtown Development Authority Meeting, at 6:00 p.m. Via Zoom - 3rd Tuesday of each month • Youth Council & Advisory Meeting, 6:30 p.m. Via Zoom - 3rd Tuesday of each month • Planning Commission Meeting, at 6:30 p.m. Via Zoom – 4th Thursday of each month • City Council Work Session at 6:00 p.m. Via Zoom – Last Tuesday of each month unless otherwise noted.

ADJOURNMENT



COUNCIL MEETING SUMMARY MINUTES

MONDAY, FEBRUARY 8, 2021 6:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford
Mayor Pro Tem Elton Alexander
Councilwoman Yolanda Barber
Councilman John Blount
Councilwoman LaKeisha Gantt
Councilman Alphonso Thomas

Administration

Randy Knighton, City Manager
Vanessa Holiday, City Clerk
John Wiggins, City Treasurer
Michael Williams, City Attorney

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order by Mayor Ford.

Invocation by Mayor Pro Tem Alexander.

Pledge of Allegiance was recited all in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present for the roll call.

Mayor Pro Tem Alexander motioned to amend the Agenda to add Bonding for Public Safety, Startup for the City's Police Department following Sheriff's Presentation; Second by Councilwoman Barber. The motion passed 5-0.

Mayor Pro Tem Alexander motioned to adopt the Minutes for the following meetings: Second by Councilwoman Gantt. The motion passed 5-0.

1. 12/14/2020
2. 12/22/2020
3. 12/29/2020

PUBLIC COMMENTS

All public comments must be submitted to the Clerk no later than one hour prior to the meeting. The Public Comment Form can be found on the City's webpage on the City Clerk's page at: <https://stockbridge.seamlessdocs.com/f/20pkdz4mo7xb> and the form must include your name, phone, and email contact information. Comments are limited to (3) three minutes and will be read by the Clerk during the meeting, respecting all members of the elected body, officials, and staff. Comments including defamation, unruliness and/or swearing will not be accepted. None

CEREMONIAL

Mayor Ford read the following proclamations:

Proclamation - Zeta Phi Beta Sorority, Incorporated

Proclamation – Black History Month

PRESENTATION

Newly elected Henry County Sheriff, Reginald Scandrett thanked the Mayor & Council for the opportunity to address the citizens of Stockbridge, noting while it is historic that he is the first African American Sheriff for Henry County, he is more than that, he is qualified for the position. Sheriff Scandrett noted he intends to build relationships between law enforcement and the community; noted he intends to address community concerns and enact community policing, with the emphasis on building the bridge between law enforcement and the community.

Mayor Ford thanked Sheriff Scandrett and wished him many years of great success and looks forward to continued dialogue and working together.

Councilman Blount thanked Sheriff Scandrett for coming, noting he has seen him reach across the aisles and across races, as a beacon of light; and wished the Sheriff much success in carrying out his vision for the County.

Councilwoman Barber thanked Sheriff Scandrett for his comments and asked the Sheriff to explain the difference between the Sheriff's Office and the Henry County Police Department, noting often citizens are unaware, and asked how the Sheriff's office would work together with the Henry County Police to bring about a positive impact on the community.

Sheriff Scandrett noted simply put, the Police deal with crime and the Sheriff deals with the person; noting the importance of working together and that he intends to look at the issues and concerns plaguing Stockbridge, noting if it existed before, that day is changing for the better.

Mayor Pro Tem Alexander thanked Sheriff Scandrett for accepting the invitation to attend the meeting and asked the Sheriff to speak to the growth of the County, manpower and equipment needs for success.

Sheriff Scandrett noted the Sheriff's office needs 21st century ways of doing things and must have 21st century equipment to operate effectively.

Councilman Thomas thanked Sheriff Scandrett for coming, noting the recent 10th Annual African American History Celebration where Sheriff Scandrett was recognized with the Visionary Award, not because he is an African American, but for his 21st Century Vision, encouragement, and motivation; asked that he remain focused and wished the Sheriff much success.

Sheriff Scandrett thanked Councilman Thomas and noted he has been sworn and elected to do a job for the 240,000 residents in Henry County who are waiting on us to take our rightful position and represent them in the right way, and stating he is honored to serve.

Councilwoman Gantt thanked Sheriff Scandrett and welcomed him to the position of Sheriff and looks forward to working with him.

Mayor Ford conveyed his appreciation to the Sheriff and thanked him for his presentation.

NEW BUSINESS

4. Council Consideration to approve \$3,000,000.00 bonding for the initial startup of the City of Stockbridge Police Dept. & Equipment.

Mayor Pro Tem Alexander referenced the City of Stockbridge being the largest populated city in Henry County and not having a police department, and those Henry County cities with smaller jurisdictions do; and noted the City is able to move the city forward with a historic vote tonight by bonding of projects that this community has asked for, including public safety.

Mayor Pro Tem Alexander motioned to approve moving forward with bonding \$3 million for the start-up cost of a Stockbridge Police Department.

Councilman Blount called for a Point of Order and noted this was supposed to be a discussion item only and expressed his concerns of whether the City Manager was aware of the bonding of the police department being up for a possible vote; noted that all members of the Council are in favor of a police department with proper funding.

Mr. Knighton noted while there have been previous discussions with implementing a police department, there needs to be a thorough discussion with direction from Council including Ed Wall, the City's Financial Advisor and Doug Selby, Bond Counsel to discuss bonding.

Councilman Blount inquired on the initial impact with the General Fund and expenditures and expressed the City would be obligated to pay the interest rates on the bonds.

Mr. Knighton noted if the bonds are expended, it would come out of the General Fund for 15 years.

Mr. Wall noted SPLOST IV and V will fund the Amphitheater and Trail Project and a large portion will be carried by the General Fund, there will be a \$970,000 increase in the General Fund with capitalizing the interest with bonding, with the first payment occurring in August 2022 and the first full freight will be in fiscal year 2023 noting he was asked to run the numbers for \$3 million to add police equipment, vehicles and furnishing for the new precinct and noted there would be a need to borrow a term equal to the useful life of the equipment where 7 years would be the useful life of equipment and with a 7-year term and \$3 million bond, that would add another \$535,000 to the General Fund until another source of revenue comes in.

Councilman Thomas confirmed the prior 10-year discussions of the City's desire to add police services to the City, noting the need for the City of Stockbridge to provide public safety for our citizens.

Councilwoman Barber expressed her support for the bonding and start-up of a police department, further noting the need for a police department was expressed by citizens repeatedly during the cityhood fight.

Councilwoman Gantt noted she is in favor of the bonding and referenced the feasibility study which noted if there is no city tax implemented the City would be operating in the red and would like to know the actual cost for a start-up and expressed there should be a whole plan laid out.

Mayor Ford noted having a police department would be a great thing for the City considering there have been several issues with the SDS (Service Delivery Strategies) Agreement with the County; and noted his concern would be speaking with citizens and letting them know there could be a property tax implemented.

Councilwoman Barber recommended bringing a police chief or consultant on board to facilitate town halls, working with the City Manager, and wants the City to stop talking about it and take action to make it happen.

Mayor Pro Tem Alexander called for the vote.

Councilman Blount noted the vote is not against the police department but wants to know the cost due to unknowns.

Mr. Knighton referred to the Police Feasibility Study as noted the estimated annual operational cost to be \$5.6 million.

Mayor Pro Tem Alexander motioned to approve moving forward with bonding \$3 million for the start-up cost of a Stockbridge Police Department; second by Councilwoman Barber. The motion passed 3-1-1 (Councilman Blount Opposed, Councilwoman Gantt Abstained).

5. Amphitheater Project Update

Presented by Randy Knighton – City Manager, Kirk Voelkel, Amphitheater Construction Project Mgr. - H J Russell, Carl Trevathan - City Project Manager - Keck & Wood and Heather Hubbell, TSW – Architect

Mr. Voelkel noted the landscaping installation and tree planting started today in the area near the Food Truck entrance; noted the interior finishes are underway and near completion; and the lower parking lot area was ready for topping; and proceeded with a video presentation of the Amphitheater construction progress noting the projected completion to be near the end of May 2021 as the buildings are ahead of schedule, and that Phase II work, weather permitting, should wrap up by the middle or near the end of June 2021.

Mayor Ford noted asked about if the area in front of the stage was designated for tables and chairs, and Mr. Voelkel confirmed.

Councilman Thomas expressed his concerns over the security of the outer perimeter of the Amphitheater campus and asked if there would be a sound barrier between separating the property owners and the Amphitheater and the homeowner.

Mr. Knighton referenced a proposed vegetative natural buffer, noting the intent was to make the area around the ponds aesthetically pleasing with a park atmosphere.

Councilman Blount agreed with Councilman Thomas on addressing the security concerns.

Mayor Pro Tem Alexander stated the pavers have already been installed, however, he recalled the Council approving the brick pavers would be purchased by the community.

6. Council Consideration to approve Amphitheater Change Order in the amount of \$ 2,371,922.77 Funding Source: Bond and SPLOST V.

Presented by Randy Knighton – City Manager, Kirk Voelkel, Amphitheater Construction Project Mgr. - H J Russell, Carl Trevathan - City Project Manager - Keck & Wood

Mr. Knighton noted the Change Order references the main parking areas and enhanced landscaping designs around the detention ponds, noting the prior issue with unsuitable soil which had to be addressed causing the plan to change from one detention pond to three detention ponds.

Councilman Blount inquired if there would be buffering to help with noise and asked if there would be police presence to monitor Lee St. and Bryant St.

Mr. Knighton noted there are landscape plans to enhance Lee St. and E. Atlanta Rd. to help with the flow of traffic and it would be imperative to have police presence at certain intersection points.

Mr. Trevathan noted the ponds would include walking trails around the ponds.

Councilwoman Barber inquired about line item #31 that mentioned a fee of 4% (\$91,000) and does not give a description.

Mr. Trevathan noted that is the contractor's profit.

Councilwoman Barber inquired on a total cost of completion of Amphitheater with another set of numbers for contingencies which would be around \$3.3 million.

Mr. Knighton noted \$7 million was allocated to bond and around \$3 million for road enhancements and staff is trying to put the figures together for the overall amount to bond.

Councilwoman Barber noted the initial Amphitheater project was approved before being elected which is why when she came on board, one of the first requests she made was to see the Amphitheater contract where she learned the initial \$15.6 million dollars only covered the cost of the structure of the building and wanted to know how much more will it cost to complete the project, noting a previous \$766,000 change order for unsuitable, soils and this change order for \$2.3 million, just wanting to be transparent and seeing there is an end in sight.

Mr. Knighton noted \$3 million is required to complete the roads.

Councilwoman Gantt noted the Amphitheater to be a beautiful facility and referred to previous discussions with the City Manager and City Attorney about the new change order where the changes came about after the project was bid out.

Mayor Ford and Councilman Thomas agreed the Amphitheater is catalyst and game changer for southern metro Atlanta.

Councilman Blount agreed it is a beautiful project and 100% of the work has been appreciated.

Mayor Pro Tem Alexander noted the facility is best in class which everyone can be proud of and motioned to approve Amphitheater Change Order in the amount of \$ 2,371,922.77 Funding Source: Bond and SPLOST V; second by Councilwoman Gantt. The motion passed 5-0.

7. Council Consideration to approve the Stockbridge Public Facilities Authority Taxable Revenue Bond (Public Amphitheater Project), to be issued in the amount of \$7,000,000, and the use of SPLOST V revenues to pay all or a portion of the bond debt service.
Presented by Randy Knighton, City Manager and Ed Wall, Financial Advisor.

Mr. Wall noted there are three (3) bond issues: Amphitheater Project, Cultural Arts Center, and the Trails Projects. Mr. Wall noted an additional \$3 million was added to the Cultural Arts Center for police equipment, \$5 million was allocated to the Amphitheater using the General Fund and \$6.3 million was allocated from SPLOST IV. Mr. Wall also noted Keck & Wood submitted a line item for the total construction of the Amphitheater which would need a total of \$19,875, 300 for completion with \$200,000 for contingencies. Mr. Wall expressed with the \$18, 125,000 (\$5 million from General Fund, \$6.3 from SPLOST IV and \$6,825,000 from PFA Bond), that leaves a shortage of \$1,750,300. Mr. Wall noted there is \$3 million in SPLOST IV SunTrust bank account for roadwork, the City could use the funds from the SPLOST IV account which would leave \$1,249,700 for road work. Mr. Wall mentioned if there is more money needed for road work, there is \$4,590,458 in SPLOST V to allocate towards road work. Mr. Wall noted there was \$20,525,905 in SPLOST IV project list which would be collected over a 4-year period starting

April 1, 2021. Mr. Wall noted there was \$9,836,695 for Civic Projects and Buildings from SPLOST and will be used for the Amphitheater and Cultural Arts Center; the Cultural Arts Center will cost \$14 million, \$2,836,000 will be funded with SPLOST V. Mr. Wall noted the annual payments for the bond debt service will be made from SPLOST V, the General Fund will only be responsible for operations and maintenance cost, the Capital cost will be fully funded with all other revenue sources. Mr. Wall expressed there will need to be a bond issuance for \$11,163,305 and will be paid from the General Fund and will be a 15-year bond at 2.25% with annual payments of \$975,000; while the bond for the Amphitheater and Trails will have a 4-year bond payable from SPLOST IV. Mr. Wall noted the General Fund will need to have \$1,77,000 annually and the \$3 million for police equipment will be advertised over a 7-year period and will add \$535,000 to it. Mr. Wall concluded Series 2021A Bond will have a 4-year maturity and interest rate of 1.32% which will fund the Amphitheater and a portion of the Cultural Arts Center; Series 2021B Bond will have a 4-year maturity and an interest rate of 1.04% with trails being tax exempt; and, Series 2021C Bond will have a 15-year maturity with an interest rate of 2.34% to fund the Cultural Arts Center and add police which would have a 7-year maturity and interest rate of 2.25%.

Councilman Blount expressed concerns with bonding \$25 million dollars with no clear path financially.

Mr. Wall mentioned there would likely need to be a property tax.

Mayor Pro Tem Alexander expressed the City's sound financial position, noting the cities of Hampton and Locust Grove have police departments and neither city has a property tax; noted LOST collections and SPLOST revenues were up despite the pandemic; and asked the Council to lead with courage, step out on faith and lead the City forward.

Councilman Blount noted the City of Hampton has utilities, and the City of Locust Grove has Tanger Outlet, and that the Council needs to listen to the City's Financial Advisor.

Councilman Thomas noted the healthy discussion and recommendations and called for the vote.

Councilwoman Gantt noted her concerns with where the numbers are coming from for specifically for the Cultural Arts Center.

Councilman Blount motioned to approve the Stockbridge Public Facilities Authority Taxable Revenue Bond (Public Amphitheater Project), to be issued in the amount of \$7,000,000, and the use of SPLOST V revenues to pay all or a portion of the bond debt service; with the subsequent motion for the 2021A Bond in the amount of \$9,910,000 included the \$7 million for the Amphitheater and \$2.8 million of the Cultural Arts Center plus issuance costs; second by Councilwoman Gantt. The motion passed 5-0.

8. Council Consideration to approve the Stockbridge Public Facilities Authority Revenue Bond (Cultural Arts Center and Trails Project), to be issued in the amount of \$3,940,000 on a tax-exempt basis, and the use of SPLOST V revenues to pay all or a portion of the bond debt service; and the Stockbridge Public Facilities Authority Revenue Bond (Cultural Arts Center Project), to be issued in the amount of \$11,640,000 on a tax-exempt basis. Presented by Randy Knighton, City Manager and Ed Wall, Financial Advisor.

Ms. Hubbell noted the current estimate includes an Art Gallery, Theater and Ballroom at \$18.5 million, and the proposed bonding is \$14 million and will require cuts.

Mayor Pro Tem Alexander noted the original building was demolished in 2016 and the lot is still empty and is why the citizens lose confidence and the Council needs to construct another best-in-class facility.

Councilwoman Gantt noted no one wants to hold up the project, but rather account for the funding.

Councilman Blount motioned to Table the item, noting this action is not to table progress but to get funds in place; second by Councilwoman Gantt. The motion failed 2-3 (Mayor Pro Tem Alexander, Councilwoman Barber and Councilman Thomas Opposed).

Councilwoman Gantt asked for and received confirmation on the interest rate of 1.04 %.

Mayor Pro Tem Alexander motioned to approve Series 2021A bond issue with a 4-year maturity at an interest rate of 1.32% to fund the Amphitheater and a small portion of the Cultural Arts Center in the amount of \$9,910,000.00: Second by Councilman Thomas. The motion passed 4-1 (Councilman Blount Opposed).

Mayor Pro Tem Alexander motioned to approve Series 2021B bond issue with a 4-year maturity at an interest rate of 1.04% to fund a portion of the Trails in the amount of \$1,030,000.00: Second by Councilwoman Gantt. The motion passed 5-0.

Mayor Pro Tem Alexander motioned to approve Series 2021C bond issue with a 15-year maturity at an interest rate of 2.34% to fund a portion of the Cultural Arts Center and Police Capital Equipment in the amount of \$14,830,000.00: Second by Councilman Thomas. The motion passed 3-1-1 (Councilman Blount Opposed, Councilwoman Gantt Abstained).

Councilman Thomas reminded Council in-house permitting could have brought in revenues annually of \$400-500,000.

9. Council Consideration to appoint a member to the Main Street Advisory Board.
Presented by Kira Harris-Braggs, Main Street Program Manager

Mrs. Harris-Braggs noted this appointment would fulfill the position for a business owner or operator outside the Main Street District and would like to nominate Rocio Camacho for the position for a two-year term.

Councilman Thomas motioned to appoint Rocio Camacho to the Main Street Advisory Board to serve a two-year term; second by Mayor Pro Tem Alexander. The motion passed 5-0.

COMMENTS FROM THE MAYOR

Mayor Ford reminded the public that we are still amid a pandemic and noted the Free Testing at Heritage Senior Center in McDonough Mon-Thu from 9am – 3pm and Sat 9am to noon, and to call 800-847-4262 for an appointment or visit the Department of Health's website for information; referenced the number to call for the Phase I vaccination 762-888-8180 and noted the 2nd shots will start tomorrow at 8:30am at the Atlanta Motor Speedway and next Tuesday 1st vaccination shots will be administered at J P Moseley Recreation Center in Stockbridge for Phase I which includes Healthcare Providers, Long Term Care Providers, EMS or Police, Firefighter, Correction Facility Workers, Age 65+ or their Caregivers and noted additional information regarding COVID, testing and vaccinations can be found on the City's website;.

Councilman Thomas noted he had received the vaccination and videoed the event.

Mayor Ford thanked Councilman Thomas for an outstanding African American History Program; and noted the passing of Mr. Eugene Edward, former president of the Henry County NAACP and longtime Stockbridge resident, and asked for continued prayers for the Edwards family.

CITY OFFICES ARE CLOSED DUE TO COVID-19 PRECAUTIONS

As a COVID precaution, City offices are closed to the public until further notice. Staff is operating under telework protocol. Please contact the City's webpage cityofstockbridge.com to contact each department for service and information.

UPCOMING MEETINGS & ANNOUNCEMENTS

Meeting will be held via Zoom until further notice. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com for the meeting invitation link, Facebook page or contact City Hall offices at 770-389-7900 for updates.

- City Council Meeting at 6:00 p.m. Via Zoom – 2nd Monday of each month.
- Main Street Advisory Board Meeting, at 9:00 a.m. Via Zoom - 2nd Friday of each month
- Downtown Development Authority Meeting, at 6:00 p.m. Via Zoom - 3rd Tuesday of each month
- Youth Council Advisory Meeting, 6:30 p.m. Via Zoom - 3rd Tuesday of each month
- Youth Council Meeting, at 6:30 p.m. Via Zoom - 3rd Wednesday of each month
- Planning Commission Meeting, at 6:30 p.m. Via Zoom – 4th Thursday of each month
- City Council Work Session at 6:00 p.m. Via Zoom – Last Tuesday of each month unless otherwise noted.

UPCOMING PUBLIC HEARING

March 8, 2021 6:00 p.m. REZONING CASE # RZ-2020-02

UPCOMING COUNCIL INITIATIVES

Join Mayor Pro Tem Elton Alexander for the 5th Annual Women's History Month Celebration taking place virtually, March 7, 2021. For more information, please contact Zenovia Pearson at 404-565-5109.

Mayor Pro Tem Alexander motioned to adjourn; second by Councilwoman Gantt. The motion passed 4-0 (Blount was not present for the vote).

Respectfully submitted by:

Vanessa Holiday, City Clerk MMC

Anthony S. Ford, Mayor



WORK SESSION MEETING SUMMARY MINUTES

TUESDAY, FEBRUARY 23, 2021 6:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford
Mayor Pro Tem Elton Alexander
Councilwoman Yolanda Barber
Councilman John Blount
Councilwoman LaKeisha Gantt
Councilman Alphonso Thomas

Administration

Randy Knighton, City Manager
Vanessa Holiday, City Clerk
John Wiggins, City Treasurer
Quinton Washington, City Attorney
Jeremy Berry, City Attorney

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order by Mayor Ford.

Invocation by Councilman Blount.

Pledge of Allegiance was recited all in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present.

Councilman Blount motioned to amend the Agenda to Convene into Executive Session following Item #5 for the purpose of Litigation and Personnel matters pertaining to Litigation for BBQ Masters: Second by Councilwoman Gantt. The motion passed 4-0-1 (Mayor Pro Tem Alexander abstained).

Review of the Minutes for the following meetings: No Action

1. 1/11/2021
2. 1/15/2021
3. 1/26/2021

PUBLIC COMMENTS

All public comments must be submitted to the Clerk no later than one hour prior to the meeting. The Public Comment Form can be found on the City's webpage on the City Clerk's page at: <https://stockbridge.seamlessdocs.com/f/20pkdz4mo7xb> and the form must include your name, phone, and email contact information. Comments are limited to (3) three minutes and will be read by the Clerk during the meeting, respecting all members of the elected body, officials, and staff. Comments including defamation, unruliness and/or swearing will not be accepted. None

Mr. Knighton called for a motion to approve the appointment of the City's new legal representation.

Mayor Pro Tem Alexander motioned to approve Bell & Washington LLP as the City's Legal Counsel: Second by Councilwoman Gantt. The motion passed 5-0.

NEW BUSINESS

4. Council Consideration to approve FY2022 LMIG List.
Presented by Decius Aaron, Public Works Director

Mr. Aaron noted this is the first list from a revised road evaluation that was completed in 2018 which includes two (2) major roads, Davidson Pkwy and Old Atlanta Rd. Mr. Aaron noted this will be the first time resurfacing two roads for: Carriage Lake which was annexed in 2017, Willow Springs Ln, Stagecoach, Monarch Villages and will also include every road in the Legends.

Mr. Knighton referenced an independent analysis report as the driver on the streets that are selected.

Councilman Blount motioned to approve FY2022 LMIG List; second by Councilwoman Gantt. The motion passed 5-0.

DISCUSSION

5. Proposed Aquatic Center.
Presented by Randy Knighton, City Manager

Mr. Knighton noted the County recently had a discussion regarding the proposed location of the County's \$25 million Aquatic Center noting a consultant was hired and determine the Bridges of Jodeco was the preferred location with the developer of the site donating the land. Mr. Knighton also noted Mayor Ford provided a Letter of Support on behalf of the City to County Chair Harrell supported the Aquatic Center and proposed location which would be located in the city limits of Stockbridge and maintained by the County.

Mr. Knighton noted there will be a County meeting held on March 9th to discuss and perhaps decide on the proposed location and once the location is determined a plan will be put into place.

Mayor Ford added in the letter sent to the County also speaks an Intergovernmental Agreement being put in place between the City and the County to be negotiated.

Mayor Pro Tem Alexander motioned to approve Resolution in support of the Henry County Aquatic Center location at the Bridges of Jodeco with an IGA between the City and Henry County to be negotiated: Second by Councilwoman Barber. The motion passed 5-0.

EXECUTIVE SESSION

Councilman Blount motioned to convene Executive Session; second by Councilwoman Gantt. The motion passed 5-0.

Councilwoman motioned to adjourn Executive Session; second by Councilwoman Barber. The motion passed 4-0 (Mayor Pro Tem Alexander was not present for the vote).

Councilwoman Gantt motioned to reconvene the meeting: Councilman Thomas. The motion passed 4-0 (Mayor Pro Tem Alexander was not present for the vote).

Mayor Pro Tem Alexander joined the meeting.

Councilman Blount motioned to approve a \$7,000 3-month contract to retain former City Attorney Michael Williams for legal counsel as it relates to the BBQ Masters litigation; second by Councilwoman Gantt. The motion passed 3-0-1 (Councilwoman Barber opposed). (Mayor Pro Tem Alexander did not participate in the vote).

Councilwoman Gantt motioned to confirm Brecca Johnson as the Community Development Director: Second by Councilman Thomas. The motion passed 5-0.

COMMENTS FROM THE MAYOR

Mayor Ford referenced the devastation in the State of Texas with regard to the tragedy from the loss of power and noted the Henry County Post 516, Henry County Government, and the Cities of Henry County have partnered to ship a truckload of bottled water in support of our fellow Texans; reminded everyone of your constitutional right to vote, and noted Early Voting is taking place right now at various locations including the Merle Manders Conference Center with an EPLOST referendum item on the ballot for Henry County Schools and calling for \$325 million dollars for capital school projects, technology improvements, transportation and fine arts; noted advanced voting underway (please visit the City's website or the contact the Elections Office for dates, times and locations for voting); noted we are still in the midst of a pandemic and to continue with social distancing, wearing your masks and washing your hands and noted the focus is now being placed on vaccinations and urged citizens who are having problems getting through to please keep trying; noted Henry County began rotating locations throughout the County where 600+ First Doses were issued last week at the Merle Manders Conference Center and 600+ First Doses were issued at the J P Moseley

Recreation Center today and next First Doses will be issued next Tuesday, March 2nd at the Locust Grove Senior Center beginning at 8:30am, and again at the same location on March 9th, then returning to the Merle Manders Conference Center on March 16th for Second Doses, JP Moseley on March 23rd and Locust Grove on March 30th; and asked that you call 762-888-8180 from 8am -5pm Wednesday - Friday to reserve your vaccination, and noted the vaccinations are still being issued in Phase1A: which includes Healthcare Providers, Long Term Care Providers, EMS or Police, Firefighter, Correction Facility Workers, Age 65+ or their Caregivers and noted vaccinations are also being issued by CVC and Walgreens; noted testing is still taking place daily at the Heritage Senior Center in McDonough and more COVID information can be found on the City's webpage.

Councilman Blount asked for prayers for Commissioner Gary Barham and his family who is in critical condition relating to COVID.

CITY OFFICES ARE CLOSED DUE TO COVID-19 PRECAUTIONS

As a COVID precaution, City offices are closed to the public until further notice. Staff is operating under telework protocol. Please contact the City's webpage cityofstockbridge.com to contact each department for service and information.

UPCOMING MEETINGS & ANNOUNCEMENTS

Meeting will be held via Zoom until further notice. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com for the meeting invitation link, Facebook page or contact City Hall offices at 770-389-7900 for updates.

- City Council Meeting at 6:00 p.m. Via Zoom – 2nd Monday of each month.
- Main Street Advisory Board Meeting, at 9:00 a.m. Via Zoom - 2nd Friday of each month
- Downtown Development Authority Meeting, at 6:00 p.m. Via Zoom - 3rd Tuesday of each month
- Youth Council & Advisory Meeting, 6:30 p.m. Via Zoom - 3rd Tuesday of each month
- Planning Commission Meeting, at 6:30 p.m. Via Zoom – 4th Thursday of each month
- City Council Work Session at 6:00 p.m. Via Zoom – Last Tuesday of each month unless otherwise noted.

UPCOMING PUBLIC HEARING

February 25, 2021 6:30 p.m. & March 8, 2021 6:00 p.m. Rezoning Case # RZ-2020-02

UPCOMING COUNCIL INITIATIVES

Join Councilwoman Thomas on Saturday, February 27th at 4pm for the African American History Celebration Virtual Awards Ceremony. Please visit the City's Facebook Page and Website for the Virtual Link.

Join Councilwoman Barber for the Community Blood Drive Saturday, March 6, 2021 from 10am to 4pm at the Ted Strickland Community Center. For more information, please contact Zenovia Pearson at 404-565-5109.

Join Mayor Pro Tem Elton Alexander for the 5th Annual Women's History Month Celebration taking place virtually, March 7, 2021 at 3:00 p.m. For more information, please contact Zenovia Pearson at 404-565-5109.

Councilwoman Gantt motioned to adjourn: Second by Councilman Blount. The motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk MMC

Anthony S. Ford, Mayor



City of Stockbridge

AGENDA ITEM

MEETING DATE

April 12, 2021

FUNDING SOURCE

- ☒ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☒ OTHER

- ☒ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT BUDGET
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works.

ITEM/PROJECT/EVENT:

Plant Dynamite Red Crape Myrtles approximately fifty (50) feet apart on remainder of Campground Median within the City limits. Trees DO NOT have warranty due to no irrigation.

BACKGROUND INFORMATION:

High Grove proposes to plant fifty-three (53) dynamite crape myrtles approximately fifty (50) feet apart on the Campground Road median within the City limits.

SIGNATURES:

CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$25,997.00

ATTACHMENTS:

☐



Landscape Improvement Proposal

Property Name: City of Stockbridge
Contact: Gary Smith
Address: 4545 Henry Boulevard Stockbridge, GA, 30281

Proposal Type: Landscape Improvement
Proposal Date: March 29, 2021
Job Number: 501051
Submitted By: Chris Dobson
Mobile Number: (678) 626-3482
CRM:

Special Billing
Instructions:

Description: Plant Dynamite Red Crape Myrtles approximately 50 feet a part on remainder of Campground Median. Trees DO NOT have warranty due to no irrigation.

DESCRIPTION	QTY	COST	TOTAL
Crape Myrtle- Dynamite Red- 15G	53	\$476.00	\$25,228.00
Top Soil Top Soil 40# BAG	27	\$10.00	\$270.00
Pinestraw Mulch Bale	53	\$8.00	\$424.00
Travel	1	\$75.00	\$75.00
Special Instructions:			
Proposal Pricing Is Valid For 90 Days		TOTAL COST:	\$25,997.00
7730 The Bluffs ~ Austell, GA 30168			
Upon acceptance of this proposal, client understands and agrees to HighGrove Partners, LLC terms and conditions.			

Plant Dynamite Red Crape Myrtles approximately
50 feet a part on remainder of Campground
Median. Trees DO NOT have warranty due to no

Page Two

irrigation.

501051

March 29, 2021

\$25,997.00

Terms and Conditions

This Agreement shall be construed according to the laws of the State of Georgia.

All work is to be performed in a workmanlike manner according to standard practices.

Contractor shall be responsible for leaving its work site clean and free of its debris, and this Contract is based on the site being free of debris prior to Contractor starting work unless otherwise provided herein. Contractor will receive jobsite at finished grade per contract documents, plus or minus one (1) inch. An extra charge will be assessed if Contractor must prepare site prior to commencing its work.

Client/Owner is responsible for determining the location and properly making all property and building lines and underground utilities that may be pertinent to this Contract and conforming with local building and/or zoning codes. Any damages thereto or cost of removal and replacement of materials shall be the Client/Owner's responsibility. All reasonable caution will be taken to prevent damage to existing pavement, septic tanks and underground utility lines, but Contractor cannot be responsible for damage to same resulting from the exercise of ordinary care in the execution of the work.

Contractor assumes no responsibility for problems or damages due to (i) unseen, unknown or concealed conditions (including, but not limited to, rock, water, clay pan, fill dirt or other obstacles encountered in excavation), (ii) weather conditions, (iii) vandalism, (iv) acts of God.

Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment. Client/Owner understands that certain types of work are difficult to estimate, including but not limited to: clean ups, demolition, etc, and as such, Contractor will provide a "not to exceed" time and material estimate. Client/Owner will be billed on the actual time and materials performing the work. Should Contractor reach the "not to exceed" price, Contractor will notify Client/Owner and together they will decide how to proceed. Client/Owner is obligated to compensate Contractor the "not to exceed" price should Client/Owner decide not to proceed further with the work.

Hand watering is billed on an hourly basis. Contractor does not guarantee survivability of any landscape material as a part of the hand watering services.

Contractor warrants all plant material one (1) gallon or larger to be in a healthy condition for 90 days from the date of planting. Annuals, bulbs, turf and groundcover are specifically excluded from this warranty.

Any replacements made under this provision shall be made one time at the end of the warranty period or as determined by the Contractor due to seasonal conditions. Client/Owner must provide written notice 30 days prior to the date of warranty expiration for warranty to be valid. Warranty is void if payment schedule is not strictly adhered to or if written notice is not given as provided herein.

This warranty is void if damage to landscape is the result of vandalism, acts of God, damage by severe weather conditions, war or civil disturbances, and non-compliance of any recommendations given by the Contractor with respect to maintenance and care of plant material or irrigation systems. Warranty is void if sufficient water is not available to sustain plant material, whether from lack of rainfall, lack of or insufficient irrigation systems or water restrictions.

Contractor specifically does not guarantee plant material transplanted from Client/Owner's site or Client/Owner provided material. Additionally, any tree, which is spaded from a natural or urban setting, shall not be warranted.

All invoices are due 15 days after invoice date, unless stated otherwise herein. Should payment not be received within 30 days of invoice date, HighGrove Partners, LLC shall be entitled to all costs of collection, including attorney's fees and one and one half (1 1/2%) percent per month on any unpaid invoice more than 30 days old. FAILURE TO MAKE PAYMENT WHEN DUE MAY RESULT IN A LIEN BEING PLACED ON THE TITLE TO THE PROPERTY.

ACCEPTANCE OF TERMS AND CONDITIONS:

Client/Owner: Client/Owner

HighGrove Partners, LLC

By: _____

By: _____

Date: _____

Date: _____



**REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION**





Where Community Connects

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Dear Vendor:

I thank you for your interest in doing business with the City of Stockbridge. We look forward to a very successful procurement process. Please take notice of the response submittal requirements and the required certification checklist outlined in this solicitation. Please be sure to read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions may result in dismissal of your submittal. Any changes(s) to this solicitation will be conveyed through the written addenda process. In addition, notification of addenda are posted on the City's website, which is located at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. Please read carefully and follow all instructions provided in the addendum, as well as the instructions provided in the original solicitation. It is solely the vendor's responsibility to routinely check the City's website at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp for any changing information prior to their reply.

One of the objectives of the Procurement Division is to provide quality and efficient service. If you have any questions, please visit our website or contact the agent of concern. The staff of the City of Stockbridge strives to provide excellent service "while purchasing best for less with the highest level of transparency, efficiency and integrity".

Again, thank you in advance for your continued interest in doing business with the City of Stockbridge.

Sincerely,

A handwritten signature in blue ink that reads "Lindell Y. Miller".

Lindell Y. Miller, C.P.P.O., M.B.A



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**REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION
Wednesday, November 11, 2020**

INTRODUCTION

PURPOSE

The City of Stockbridge, GA is seeking the services of a qualified Utility Contractor to provide routine utility construction/repair/maintenance services on an as-needed basis. The scope of services will consist of tasks assigned as individual tasks during the contract period. The type of work may include, but is not limited to, repair and/or replacement of the following: wastewater collection system and related infrastructure, water distribution system and related infrastructure and storm water system and related infrastructure and any other repair activities to be determined by the City. The Contractor shall be compensated based on proposals provided for individual tasks and the unit prices included in the Request for Proposal (RFP). This document is intended as a benchmark of the City's minimum standards for utility construction/repair/maintenance services. However, the City respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.

The City may assign specific tasks to a Contractor or to a different Contractor based on availability, turnaround time for completion of tasks, experience and other factors relevant to the task. For some tasks, the City may request a letter proposal from available Contractors that identify approach and costs associated with the task as the basis for the City's decision on assignment of the task. The City does not guarantee either a minimum volume of work or a specific volume of work under this RFP. Work Items shall be bid in unit price for labor and equipment.

Proposals provided in response to this RFP that comply with the submittal requirements set forth in the specifications, evaluation criteria and scope of work, Exhibits, including all forms and certifications, will be evaluated in accordance with the criteria and procedures described in the Evaluation Criteria. Based on the results of the evaluation, the City will award the Annual On-Call Water and Sewer Emergency Operational Repair Maintenance and Construction Services for the City of Stockbridge to the most advantageous Proposer based on the evaluation factors and the cost set forth in the RFP.

CONTRACTOR QUALIFICATIONS

The Contractor bidding on this project should have at least three (3) years of experience providing utility construction/repair/maintenance services, preferably for a City comparable to Stockbridge in size.

QUALITY CONTROL

Work covered will be performed by a single firm experienced in utility construction/repair/maintenance of a similar nature and scope. Subject to approval of the City, the Contractor may subcontract any work to be performed under this contract. However, the election to subcontract work will not relieve the Contractor from responsibility or liability which it has assumed under this contract and the Contractor will remain liable to the same extent that its liability would attach, as if the work had been performed by the Contractor's own employees. Furthermore, the contract shall not be assigned without written consent of the City.

By submitting the bid, the Contractor certifies as to meeting the following requirements:

1. Has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the work being bid and the type of work completed is similar to that being bid.
2. Maintains a permanent place of business, with a minimum of five (5) years in business.
3. Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the work properly and expeditiously.
4. Will provide a sworn financial statement upon request, which evidences the bidder, has adequate financial resources to complete the work being bid, as well as all other work the bidder is presently under contract to complete.
5. Has a documented safety program with a history of satisfactory past performance.
6. The Contractor for work under this section will have a State of Georgia Utility Contractor's license.
7. Has a record of satisfactorily completing past projects. Criteria which will be considered in determining satisfactory completion of projects by the Contractor will include:
 - a. Completed past contracts in accordance with the contract documents.
 - b. Diligently pursued execution of the work and completed past contracts according to establish schedules.

QUALITY OF WORK

The standards of performance, which the Contractor is obligated to perform hereunder, are those standards which are considered to be good utility construction/repair/maintenance practices, and which are subject to approval by the City. The Contractor shall perform quality control inspections to ensure the utility construction/maintenance program achieves the highest level of productivity attainable.

The City at its discretion may conduct periodic audits to ensure the quality of work is in compliance with the City's utility construction/maintenance expectations.

CONTRACTOR REQUIREMENTS

- Provide all labor, equipment and materials necessary to perform certain utility construction/repair/maintenance as directed by task order, Public Works Director and/or City Manager.
- Take responsibility for the performance of work as directed by the City.
- Provide all required resources for the safety of the public and their staff during the work.
- Identify and implement appropriate traffic control measures, best management practices for storm water quality and protection of utilities.
- Perform all work in a thorough, competent, professional and workmanlike manner.
- Provide a labor force that is properly licensed to operate assigned equipment used for the work they will perform, as determined by local, state and federal regulations.

INSPECTIONS

The Contractor shall furnish the City with every reasonable opportunity for its staff to ascertain that the services of the Contractor are being performed in accordance with the requirements and intentions of this RFP. All work done and all materials furnished, if any, shall be subject to the City's inspection and approval. The inspection of such work shall not relieve the Contractor of any of its obligations to fulfill its requirements.

SCHEDULE

For each project requested by the City, the Contractor will conduct an assessment of the project. After the assessment has been completed, the Contractor will provide a written estimate of the materials needed and the time required to complete the project and may only start work upon written authorization from the City Manager and or his designee. The Contractor shall respond to the call for services within forty-eight (48) hours of receiving the Notice to Proceed from the City. The Contractor will be required to provide services at multiple locations on any one day. Repair work should be completed within three (3) business days after the Notice to Proceed has been given by the City.

HOURS WHEN WORK IS TO BE PERFORMED

All work is to be performed Monday through Friday from 7:00 A.M. to 6:00 P.M. and Saturday 8:00 A.M. to 5:00 P.M. No work shall be done on Sunday without written permission from the City.

DELAYS IN SCHEDULE

Should the Contractor be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the City, or by any other Act of God, or by the inability to obtain materials and/or equipment, then the Contractor shall notify the City as soon as possible and provide a make-up schedule satisfactory to the City. The City at its sole option, may extend the deadline to complete the project as may be agreed upon by the City and

the Contractor. In the event that there is insufficient time to grant such extensions prior to the completion date of the project, the City may, at the time of acceptance of the work, waive liquidated damages which may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.

EXTRA WORK

The Contractor shall perform unforeseen work whenever it is deemed necessary or desirable in order to complete fully the intent of an authorized project. Extra work will be paid for as mutually agreed between the City's Engineer and the Contractor prior to commencement of such work. The final decision and approval regarding the payment of work will be made by the City's Engineer. The primary method of payment shall be made by the unit price method.

If the City's Engineer desires, he may request work to be taken on a "quote basis". Such method of payment for "Extra Work" will be a "not to exceed, quote" submitted to the City's Engineer by the Contractor and will represent full compensation to the Contractor for all labor, materials and equipment to complete such work, with the scope as defined by the City's Engineer.

INCLEMENT WEATHER

In the event the Contractor is unable to perform services due to adverse weather conditions, the Contractor shall immediately notify the City to substantiate the conditions which prevent the performance of services and the Contractor shall perform within three (3) days said services pursuant to the regular schedule provided that weather permit.

HOLIDAYS

The City shall be advised in advance of holidays to be observed by the Contractor and shall also be provided with a makeup schedule that is no more than one (1) week later. Once the makeup schedule is established, it shall not be changed without prior approval of the City Manager or his designee.

COMPLAINTS

Complaints regarding utility construction/maintenance, which the City considers justifiable and the responsibility of the Contractor, will be referred to the Contractor for immediate attention. Within twenty-four (24) hours, the Contractor shall submit to the City a report of the action taken to address or reconcile each complaint.

CALLBACKS

Whenever, in the opinion of the City, a project is determined to be inadequate or inconsistent with City standards and best management practices, the Contractor shall, within twenty-four (24) hours after notification, submit a written response detailing how the situation will be remedied and a timeline for accomplishing the task. The Contractor shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Contractor's work. Should the Contractor fail to make such correction in a reasonably timely manner, such correction shall be made by the City, and the cost thereof shall be charged to the Contractor. No additional payment will be made for callbacks as a result of inadequate repairs.

EMERGENCY SERVICES

When specifically authorized by Mayor and Council during periods of emergency, the City Manager may direct the Contractor to undertake construction-related activities to protect City facilities and community interests. Compensation to the Contractor for such "emergency work" shall be determined as provided in the Extra Work section of these specifications.

Emergency services are any non-routine or non-repetitive activities required for operational continuity, safety and performance generally resulting from the failure of or the need to avert a failure of City assets, infrastructure or some component thereof. As part of its emergency services provisions, the Contractor shall:

- Provide a twenty-four (24) hour telephone number and/or a list of employees (including their telephone numbers) who are available for twenty-four (24) hour emergency callout service.
- Respond to the scene of the emergency within two (2) hours of call-out.
- Assure that adequate response and resources will be dedicated to the City of Stockbridge to the satisfaction of the City.
- Perform the minimal amount of work in order to achieve the safety of the public. Any remaining non-emergency work shall be performed on a task-order basis during normal working hours.

CONSTRUCTION SCHEDULE

The Contractor shall submit a detailed construction schedule prior to beginning of any project as requested by the City's Engineer. The City shall be notified in advance of any major changes in the construction schedule as these projects progress. The Contractor shall contact the City's Engineer at least three (3) business days before beginning work on any project or portion of such project, so that appropriate survey, if applicable and pre-construction meeting can be scheduled. The Contractor shall coordinate with the City's Engineer or the Engineer's representative at least two (2) business days prior to activities that may involve coordination between other City Departments and/or other concerned parties. Work scheduling shall be subject to the availability of services to be provided by the City.

Work shall not be performed on Sundays or City annual holidays without the permission of the City except as necessary to maintain service.

When work in the roadway is scheduled for major roadways, thoroughfares or expressways (as defined by the City's Engineer) the Contractor cannot obstruct the roadway before 8:30 A.M. (when it conflicts with morning rush- hour traffic) or after 3:30 P.M. (when it conflicts with afternoon rush-hour traffic).

During special public events, the City's Engineer may require the Contractor to limit or cease construction activities that may in his opinion interfere with such events.

STORAGE OF EQUIPMENT

The Contractor must provide his own storage for equipment and other required parts and materials. The City will not provide storage for any Contractor equipment.

REPORTS

The Contractor shall provide to the City Manager or his designee detailed reports of all utility construction/ maintenance services performed which shall include the receipt date of work order, type of service, photographs of service site before and after work order is completed, location or address of service site, description of the work performed and date completed.

TASKS

1. Construction Projects

Construction services as requested on public works projects including, but not limited to sanitary sewer, storm sewer, water mains. Restoration work including, but not limited to street paving, sidewalk replacement, turf restoration and/or specialized landscape plantings.

2. Permit Acquisition

Submit permit applications, pay permit fees and meet requirements of issued permits from the Georgia Environmental Protection Division and other regulatory agencies.

3. Administration

Contract administration shall require the performance of all general field services required on construction projects such as construction staking, continuous monitoring of the project, coordination and supervision of testing services, approval and correction of shop drawings, attendance at meetings and conferences, final inspection and measurement, periodic reporting of progress, preparation of progress payments and preparation of change order requests.

4. Supervision and Inspection

Activities associated with this task will be dedicated to verifying that all materials provided, and work performed is in conformance with the project requirements and City Standard Specifications and they include:

- Providing personnel that possess the necessary, current certifications;
- Thorough review of the plans and specifications and other project related documents prior to construction start up;
- Daily communication with City staff to coordinate inspection activities and to properly inspect, test, measure and document the work;
- Daily communication with testing personnel to properly sample and test the materials and work;
- Attend progress/planning meetings.
- Inspect materials to be used in the work, verifying they meet City specifications.
- Document material usage and quantities;
- Document that the work is performed and completed to the lines, grades and elevations required by the project plans and specifications.
- Final measure work as it's done, calculate and document quantities.
- Conduct daily review/inspection of temporary traffic control devices and the maintenance of traffic throughout the construction influence area.
- Conduct periodic nighttime review/inspection of temporary traffic control devices and the maintenance of traffic throughout the construction influence area, as needed.
- Provide certified storm water operators and conduct daily inspection of all soil erosion and sedimentation control devices for proper maintenance and effectiveness as placed.
- Perform and document NPDES inspections at the required frequencies, suspend any work and/or reject any materials not conforming to the contract requirements.
- Document changes, extra work, "revisions to" notes, etc., on plans or sketches provided to the Contractor to assist in the preparation of "as built" plans. The Contractor shall furnish its foremen with equipment and materials as necessary to properly perform their work.

5. **As-Built Construction Plans**

The specific tasks associated with the development of the “as-built” plans include:

- Document all plan changes, extra work, “revisions to” notes, etc. as project work progresses.
- Collect and confirm all field changes, develop the appropriate “as-constructed” notes.
- Develop/draft the “as-built” drawings, review and approve the “as-built” plans. The “as-built” plans will conform to the City’s Standard Specifications and will be provided to the City on CD or other approved media. As-built plans shall be provided within one (1) month of completion of the project.

1.2 **COMMUNITY BACKGROUND**

The City of Stockbridge is in the northern part of Henry County, Georgia which was founded May 15, 1821. Henry county has an area of approximately 331 square miles located in the Piedmont Section of northern Georgia and is surrounded by the counties of Butts, Clayton, DeKalb, Newton, Rockdale and Spalding Counties. Stockbridge, Georgia is just minutes south of Atlanta a straight drive down Interstate 75-South. The City is populated with approximately 30,000 residents.

The City is currently in construction of its City of Stockbridge Amphitheater, it has a relaxed atmosphere, with all the amenities of a major metropolitan area with an attractive lifestyle, and business opportunities. Stockbridge is a highly attractive place to live, work and play.

Stockbridge City Council (City) is the governing authority of the City of Stockbridge. The affairs of the City are conducted by a Mayor and five (5) member City Council. This elected body is responsible for the active coordination of community resources, to meet community needs.

The City Manager, who is appointed by the Mayor and City Council, oversees the day-to-day operations of the City and insures the efficient delivery of City Services. All activities and functions of the City are administered by the City Manager under the jurisdiction of the Mayor and City Council as set forth in State and Local Laws.

SECTION 2.0

2.1 OBTAINING THE RFP

This document and supporting documents can be downloaded at the City of Stockbridge Website, <http://www.cityofstockbridge.com/default.aspx> under “Bid Solicitations” and the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

2.2 PRE-PROPOSAL CONFERENCE

Due to Covid-19, the Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held via teleconference on Web-EX. Information regarding the meeting will be listed in the “Schedule of Events” of this RFP. Unless indicated otherwise, attendance is not mandatory, although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory; then a representative of the supplier must attend the conference in its entirety to be eligible for contract award.

2.3 PROPOSAL DUE DATE

All proposals are due in the Division of Purchasing of City of Stockbridge located in the **City of Stockbridge City Hall, 4640 North Henry Boulevard Stockbridge, GA 30281** on or before Thursday, January 21, 2021 **(3:00 PM) EDT.**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the City of Stockbridge Purchasing Division. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

Each envelope or package on the outside shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION**

City of Stockbridge City Hall
4640 North Henry Boulevard Stockbridge, GA 30281

RFP Due Date: Thursday, January 21, 2021 (3:00 PM) EDT

2.4 SUBMITTAL REQUIREMENTS

It shall be the sole responsibility of the Proposer to have his/her proposal/bid submittal delivered to the City of Stockbridge Procurement Division for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, FedEx, the proposer shall be responsible for its timely delivery to the Purchasing Division. **All bids must be Mailed Only to the City at the address listed in the bid. Proposer should obtain tracking receipt and provide proof of the receipt via email within three (3) days after bid opening date.**

2.4.1 BID OPENING

Beginning May 1, 2020, the City of Stockbridge Procurement Division, began conducting bid openings 100% online! For your convenience, bids will be opened and live streamed Thursday at 3:01 p.m. via Cisco WebEx. Joining the WebEx meeting will allow you to view the vendors responding to each bid and the bid amount submitted from each vendor. This will replace in-person bid openings.

To view the bid opening, please visit the City of Stockbridge Procurement website at <https://stockbridgega.municipalcms.com/pview.aspx?id=4640&catid=72> and click Join Meeting.

2.5 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP shall be submitted in writing to the Procurement Division contact person, Lindell Y. Miller, Purchasing Manager at ProcurementDivision@CityofStockbridge-ga.gov, 4640 North Henry Boulevard Stockbridge, GA 30281. Any response made by the City shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

2.6 REQUEST FOR PROPOSAL “SCHEDULE OF EVENTS”

Below is the current Schedule of Events, in local time (EDT), that will take place in the procurement process. The City reserves the right to make changes to the schedule as the City determines is in its best interest. Unless otherwise notified in writing by the City, the dates indicated below for submission of items or for other actions on the part of a Provider shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Provider to be disqualified.

EVENT	DATE
Request For Proposals Issued to Public	Wednesday, November 11, 2020
Pre-Proposal Meeting (Non-mandatory) The Non-Mandatory Pre-Bid Tele-Conference Meeting Cisco WebEx. https://www.cityofstockbridge.com/pview.aspx?id=4640&catid=0	Thursday, December 3, 2020 (10:00 A.M, EDT)
Last Day for Questions to be Submitted	Friday, December 18, 2020 (12:00 noon, EDT)
RFP Submittal Due Date	Thursday, January 21, 2021, (3:00 PM, EDT)
Project Manager Events Division – Decius Aaron, Public Works Director	

2.7 NO CONTACT DURING THE PROCUREMENT PROCESS

It is a request of the City that the evaluation and award process for City contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and City officials, elected officials and staff regarding pending awards of City contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any City officer, elected official, employee, or designated City representative, between the date of the issuance of this solicitation and the date of the City Manager's recommendation to the Council for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with City officers, elected officials, employees, or designated City representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

2.8 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFP and the Contract. Proposers must prepare such requests in writing for the City's consideration as set forth in this section of this RFP. While the City has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the City will set restrictions on the frequency and number of requests permitted. The City will not respond to requests, oral or written, received after **December 18, 2020 (12 Noon) EDT.**, local prevailing time. City reserves the right to post an addendum at any time prior to the bid opening date and it is the responsibility of the proposer to view the City's website for any all addendum post for specified solicitation. Proposers are advised that this section places no obligation on the part of the City to respond to any or all requests for clarification nor interpretation, and that the City's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be Submitted in writing via letter or email to the designated Purchasing Representative:

Purchasing Manager: Lindell Y. Miller

Email: ProcurementDivision@CityofStockbridge-ga.gov

Telephone inquiries will not be accepted.

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP and posted on the City website <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the City shall be binding on the City. Proposers who submit a Proposal in reliance on any such oral information risk having their response to this RFP deemed non-responsive by the City. Only written responses issued by addendum to this RFP should be considered by the Proposers.

During the period provided for the preparation of Proposals, the City may issue addenda to this RFP. These addenda will be numbered consecutively and will be posted on the City website, <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. These addenda will be issued by, or on behalf of, the City and will constitute a part of this RFP.

Each Proposer is required to acknowledge receipt of each addendum by submitting an executed acknowledgment form. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.9 PREPARATION OF PROPOSALS

- a. Negligence on the part of the proposer in preparing the proposal confers no right for withdrawal or modification in any way after the deadline for the proposal opening.
- b. Unit price must be shown on the Proposal Cost Submittal Form in this document. All proposals should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
- c. All product, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
- d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the City, at no expense to the City. Unless otherwise specified, samples will be returned at the proposer's request and expense if items are not destroyed by testing.

- e. Full identification of each item proposal upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the proposer is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied.
- f. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective proposers are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the proposal for further consideration.
- g. Final determination of equivalency will be determined by the City of Stockbridge.
- h. Proposers are required to examine the scope carefully and to make sure they have full understanding of outlined scope.
- i. The City of Stockbridge will not be responsible for proposer's errors or misjudgment, nor for any information or lack of information, on location conditions, and/or general laws and regulations.
- j. Failure of a proposer to be aware of any applicable federal, state, or local regulations shall not excuse compliance, regardless of whether specifically cited in the Contract Documents and Specifications or any related document.

2.10 REJECTION AND WITHDRAWAL OF PROPOSALS

- a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify The Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight-hour period.
- b. The City will make a recommendation of the proposal to the City Council within 60 days from date of the opening.
- c. The City may reject all or part of the proposal within 60 days of proposal opening.

2.11 PROPOSAL AND CONTRACT DOCUMENTS

- a. A proposal executed by an attorney or agent on behalf of the Bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder Corporation:

If the Bidder is a corporation, the bid must be submitted in the name of the

corporation, not simply the corporation's trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. **Contract Term** - The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the proposals/bid submitted by the successful Proposer.

2.12 EXCEPTIONS AND OMISSIONS

Any exceptions to the specifications and/or terms and conditions must be addressed during The question/clarification and addendum phases.

2.13 ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

2.14 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Stockbridge, or any work performed in connection therewith is the responsibility of the vendor(s).

2.15 CODES, PERMITS, FEED, LICENSES AND LAW

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. State Law regarding Worker Verification requires that all who enter a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City Proposer agrees that in the event the Proposer employs or contracts with any subconsultant(s) in connection with the covered contract, the Proposer will secure from the subconsultant(s) such subconsultant(s) indication of the employee-number category applicable to the subconsultant, as well as attestation(s) from such subconsultant(s) that they are complying. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal must be signed by the Proposer and will become part of the contract.

2.16 SAFETY

All vendors and subconsultant performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and CITY Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Proposers and subconsultant shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

2.17 DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the industry Acceptable standards of engineering practices and/or professional services.

2.18 STATEMENT OF WARRANTY

A Statement of Warranty should include all applicable manufacturers' warranty and the Proposer's warranty regarding equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

2.19 NON-COLLUSION

By submitting a proposal in response to this solicitation, the proposer represents that in the preparation and submission of this proposal, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer,

Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 -68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

2.20 NONDISCRIMINATION

Notwithstanding any other provision of this Agreement, during the performance of this Agreement, Proposer, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be Excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

2.21 DRUG FREE WORKPLACE CERTICATION

By signing the Supply Service Contract form, the Proposer certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to The "Drugfree Workplace Act", have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Proposer's employees during performance of the contract; and
- b. Each Proposer who hires a subconsultant to work in a drug-free workplace shall secure from that subconsultant the following written certification: "As part of the subcontracting agreement with (Proposer's name), (Subconsultant's name) certifies to the Proposer that a drug-free workplace will be provided for the subconsultant's employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3".
- c. The Proposer further certifies that he 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.
- d. Proposer may be suspended, terminated, or debarred if it is determined that:
 - (1) The Proposer has made false certification hereinabove; or
 - (2) The Proposer has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 5 0-24-3.

2.22 GEORGIA SECURITY AND IMMIGRATION ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Proposer understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Proposer further agrees that such compliance shall be attested by the Proposer and any of his Subconsultants by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City of Stockbridge and the successful Proposer.

2.23 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM

Since a contract has been deemed a "public benefit," the Proposer or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SA VE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The Proposer must execute a SA VE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the Proposer is not a U.S. citizen, then the local government must run that Proposer through the SAVE system. Only non-U.S. citizens can be processed through the SA VE program.

2.24 DELIVERY AND F.O.B. DESTINATION

- a. All prices shall include shipping and delivery cost to our destination, F.O.B., Stockbridge, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The City will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The City desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

2.25 LOCAL VENDOR PREFERENCE (NOT APPLICABLE)

In the event that a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one (1) or more responsive, responsible local businesses is within five percent (5%) of the price submitted by the non-local business (and the other terms and conditions of the two bids are substantially the same), then that local business shall have the opportunity to submit, within five (5) working days of the notice of intent

to award, a final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The contract shall then be awarded to the responsive, responsible business submitting the lowest best and final bid. (See Section 3.30.100 - Competitive sealed bids)

2.26 AUTHORITY TO SIGN

- a. If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- b. The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

2.27 PROPOSAL SECURITY AND PERFORMANCE BONDS

The General Contractor Company awarded the contract for the project must provide a Proposal Bond in the amount not less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.

2.28 RFP SUBMITTALS

See all specifications, **Evaluation Criteria and Exhibit I, II, and III** for the RFP, Submittal Checklist and requirements. The checklist will assist you to ensure that all submittals are included in your proposal. Ensuring that submittals are complete is solely the responsibility of the proposer/bidder. Failure to submit all submittals may deem your proposal non-responsive.

2.29 EVALUATION PROCESS

The Evaluation Committee (EC) will be responsible for ranking and recommending the most qualified firms(s) to City Council for award. The process for this procurement may proceed in the following manner: The Procurement Division delivers the RFP submittals to agency staff for summarization for the Evaluation Committee members. The appropriate department will review the litigation history and the Finance Department will review the financial portion of the submittals. Staff will also identify any incomplete responses. The Procurement Manager Procurement will review the information and will make a recommendation to the Evaluation Committee as to each firm's responsiveness to the requirements of the RFP.

The final determination of responsiveness rests solely on the decision of the Evaluation Committee. All firms that are found to be both responsive and responsible to the requirements of the RFP may have an opportunity to make an oral presentation to the EC and discuss their proposal to illustrate to the Evaluation Committee their approach to the

scope of work. If interviews are requested by the City, staff may provide a list of subject matter for the discussion and each firm will be given equal time to present but the question and answer may vary.

The final determination of responsiveness rests solely on the decision of the Evaluation Committee.

All proposals will be evaluated using the Evaluation Criteria and the detailed scope of services in **Exhibit I, II, AND III**, and requirements throughout this RFP.

2.30 PRESENTATIONS / DEMONSTRATIONS / INTERVIEWS (WHEN APPLICABLE)

The City reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the City reserves the right to negotiate with the second highest ranked Proposer. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.

The EC may provide a list of subject matter for the discussion. The individuals / firms will have equal time to present but the question-and-answer time may vary. Proposers / Providers may be requested to demonstrate the nature of their offered solution to the SC. After receipt of submittals, all firms will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD or a combination of both) should be given to the Purchasing Agent at the meeting to retain in the Purchasing files.

2.31 CITY'S TAX EXEMPTION

The City of Stockbridge is exempt from Federal Excise Tax or Georgia Sales Tax regarding goods and services purchased directly by the City of Stockbridge. Exemption certificates furnished upon request.

2.32 AWARD OF CONTRACT

- a. The City intends to award the contract for one (1) year with an option to renew for four (4), one (1) year periods. The City of Stockbridge desires to complete the award process in a timely manner. The City of Stockbridge reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the City with price and other factors considered. The City of Stockbridge may elect to waive any technicalities. The proposal will be awarded to the lowest responsive, responsible or highest scored proposer(s), based upon the qualification requirements herein. The proposal specifications and results will be available on the City's web site: <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

- b. City of Stockbridge reserves the right to reject any proposal if the evidence submitted by or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on them proposal, an award may be made to the next low responsive and responsible proposer or highest scored proposer(s).
- c. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents.

Responsibility - The determination of the proposer's responsibility will be made by the City based on whether the proposer meets the following minimum standard requirements:

- Relevant knowledge, experience and qualifications of firm and team members.
- Proposed methodology and work plan to be used in the process.
- Understanding of the project and overall completeness of submission.
- Experience on similar projects/References
- The ability, capacity and skill of the Bidder to perform and/or provide the Work required.
- The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award.
- Has adequate financial means to meet obligations incidental to the work; and
- Such other factors as the City deem to be pertinent to either the bid or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the City based on a consideration of whether the proposer has submitted complete proposal documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

- d. The City is subject to making records available for disclosure after the City of Stockbridge approval of the recommendation. The award shall be made by the City Council of Stockbridge unless the lowest, qualified bid is less than the City Councils' approval limit. No claim shall be made by the selected Proposer for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated for the proposal project.

2.33 NEGOTIATION AND AWARD

It is the City's intent to conduct the first negotiation meeting no later than thirty (30) days after City Council approval of the final ranking by the Committee. At least one (1) of the representatives for the firm participating in negotiations with the City must be authorized to bind the firm. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the firm) an impasse will be declared and

negotiations with the first-ranked firm will cease. Negotiations will begin with the next ranked firm. This process shall continue until the City successfully negotiates a Contract.

2.34 DISQUALIFICATION OF PROPOSERS

The submission of more than one (1) proposal to the City as the primary Proposer or member of a joint venture for the same work by an individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Proposer and the rejection of the proposal.

2.35 RESERVED RIGHTS

The City reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the City depending on available competition and timely needs of the City. There is no obligation on the part of the City to award the contract to the lowest proposer and the City reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the City. The City shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the City reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

Proposers failing to include all documents in the submittal package as required by the proposal requirements may cause the proposal to be declared as non-responsive and be rejected. The failure to follow instructions in completing any part of the proposal package may also cause the proposal to be declared non-responsive and be rejected.

2.36 APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of City shall apply. This solicitation is being conducted in accordance with all applicable provisions of the City of Stockbridge Code of Ordinances. By submitting a proposal/Bid in reference to this solicitation, a Proposer acknowledges that it is familiar with all laws applicable to this solicitation, including, but not limited to, the City's Code of Ordinances, which laws are incorporated into this solicitation by reference.

2.37 CONTROLLING LAW, VENUE

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Stockbridge, Georgia. This

Agreement shall be governed by the applicable laws of the City of Stockbridge and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the City of Henry Judicial Courts.

2.38 PROPOSER AS INDEPENDENT PROPOSER

In conducting its business hereunder, Proposer acts as an independent Consultant and not as an employee or agent of City. The selection, retention, assignment, direction and payment of Proposer's employees shall be the sole responsibility of Consultant.

2.39 ASSIGNMENT

The Agreement, in whole or any part hereof, created by the award to the successful Proposer shall not be sold, not be assigned or transferred by Proposer by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Proposer, or with a business entity which is merged or consolidated with Proposer or which purchases a majority or controlling interest in the ownership or assets of Proposer without the prior written consent of the City of Stockbridge.

2.40 PERFORMANCE OF CONTRACT

- a. City reserves the right to enforce the Consultant's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Proposer shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Proposer accepts the relationship of trust and confidence established by the award Of this proposal solicitation. The Proposer covenants with the City to utilize the Proposer's best skill, efforts and judgment in furthering the interest of the City; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

2.41 DEFAULT AND TERMINATION

a. Termination by Consultant

The agreement resulting from this proposal shall be subject to termination by Consultant In the event of any one or more of the following events:

The default by City in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of City to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Proposer to remedy the same.

b. Termination by City

The agreement resulting from this proposal shall be subject to termination by the City at any time in the opinion of the City; the Proposer fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Consultant in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Proposer to remedy, or undertake to remedy with sufficient forces and to the City's reasonable satisfaction, the City shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Proposer fails to remedy such conditions within thirty (30) days to the satisfaction of the City, the City may exercise their option in writing to terminate the Agreement without further notice to the Proposer and order the Proposer to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the City.
- (2) Consultant files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Proposer and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Consultants' failure to conduct services according to the approved proposal specifications.
- (4) Consultants' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Consultant's performance of the contract is unmeasurably delayed.
- (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions,

specifications and any other requirements contained herein are not met, the City reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.

- (7) The Proposer agrees by its proposal submission that the City's decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such ability with all reasonable dispatch.

d. Waiver

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

2.42 INVOICES

Invoices and/or statements should not be faxed but originals must be mailed directly to:

**City of Stockbridge, City Hall
Finance Department Accounts Payable
4640 N. Henry Boulevard
Stockbridge, GA 30281**

2.43 PAYMENT

Payment shall be tendered to the successful Proposer upon acceptance and approval by the City for satisfactory compliance with the general terms, conditions and specifications of the proposal; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted, and receipt of a valid invoice.

2.44 BID BOND AND INSURANCE RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Form G of this RFP. Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance ("COI") with policy limits equal to or greater than the limits outlined in **EXHIBIT I, II AND III – DETAILED SCOPE OF SERVICES**.

Proof of insurance must be provided to the City prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.

2.45 ACCURACY OF RFP AND RELATED DOCUMENTS

The City assumes no responsibility that the specified technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the City will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFP.

Should a recipient of this RFP find discrepancies in or omissions from this RFP and related documents, the recipient of this RFP shall immediately notify the Purchasing Contact Person identified in Section 2.5 in writing at the following address: City of Stockbridge Purchasing Division City Hall, 4640 North Henry Boulevard, Stockbridge, Georgia, 30281. A written addendum, if necessary, then will be made available to each recipient of this RFP.

2.46 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Proposers are reminded that they should only contact the person designated by the RFP.

Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the contract. It is also expected that the Proposer will obtain information concerning the conditions at locations that may affect its work.

Except with respect to events or conditions, which are not discoverable, the Proposer shall make his/her own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions encountered or created, without extra cost to the City.

Each proposer is responsible for any inspections of sites if applicable and for reading and being thoroughly familiar with the contract documents and requirements. The failure or omission of any proposer to so familiarize him/herself shall in no way relieve the proposer from any obligation in respect to his/her proposal.

2.47 PUBLIC RECORDS DISCLOSURE:

All solicitations submitted to the City are subject to public disclosure pursuant to Georgia's Open Records Act.

2.48 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The City, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The City has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFP, Proposers waive any challenge to the City's decisions in this regard. Marking all or substantially all a Proposal as confidential may result in the Proposer being deemed non-responsive to this RFP.

Notwithstanding the foregoing, Proposers recognize and agree that the City, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.49 CITY RIGHTS AND OPTIONS

- a. This RFP constitutes an invitation to submit Proposals to the City. Without limitation or penalty, the City reserves and holds at its sole discretion, the following rights and options:
- b. This RFP does not obligate the City to select, procure or contract for any services whatsoever.
- c. The City reserves the right to award a contract based on this RFP and the proposal(s) received (in whole or in part) to one or several vendors.
- d. The City reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the City.
- e. All costs incurred by a Proposer in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the City will be borne by the Proposer.
- f. The City reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFP from further consideration for this procurement, and to notify such Proposers of the City's determination.

- g. The City may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.
- h. The City reserves the right to waive any technicalities or irregularities in the Proposals.
- i. The City reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
- j. The City may request Proposers to send representatives to the City for interviews and presentations.
- k. To the extent deemed appropriate by the City, the City may select and enter discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.
- l. The City reserves the right to discontinue negotiations with any selected Proposer.
- m. The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.
- n. All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the City and will not be returned, and the City reserves the right to utilize all such information contained in the Proposals without further cost to the City.
- o. The City may add to or delete from the Project Scope of Service specifications set forth in this RFP.
- p. Any and all Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.
- q. Neither the City, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.
- r. The City, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.
- s. By responding to this RFP, Proposers acknowledge and consent to the rights and conditions set forth in this RFP.

2.50 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFP, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer.

In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process, including any costs incurred by the Proposer in any subsequent negotiations entered in connection with developing the Proposal. There shall be no claims whatsoever against the City, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFP or procurement process or in connection with the selection process or any negotiations.

2.51 TERMINATION OF NEGOTIATIONS

The City at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the City determines that such Proposer is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. The City will give written notice of its decision to the Proposer, which shall be sent in writing, signed by the City.

2.52 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the City will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent's qualifications. If requested by the City of Stockbridge Purchasing Division, Respondent's maybe required to submit additional or supplemental information to determine whether the Respondent meets all the qualification requirements. If not with its response, such evidence must be submitted to the City no later than five (5) business days from request of the Purchasing Manager.

2.53 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the Finance Director or designated representative.

2.54 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Request For Proposals is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders and proposers are notified that all bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security.

Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia).

A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the City cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act.

All bidders/proposers intending to do business with the City are responsible for independently apprising themselves and complying with the requirements of that law and its effect on City procurements and their participation in those procurements.

For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>.

2.55 AUTHORIZATION TO TRANSACT BUSINESS

If the Proposer is a Georgia corporation, the corporation, prior to contract execution, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

2.56 PAYMENT

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of the Contract. Invoices will be subject to verifications and approval by the Requesting Department. Payment will be based on receipt of individually completed check lists and upon inspection by the City's Authorized Representative of the work / services performed.

2.57 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

2.58 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it nor its subconsultant are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City.

2.59 GENERAL REQUIREMENTS

- a. Proposals may be withdrawn upon receipt of a written request prior to the Stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim.
- b. City of Stockbridge shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be considered in determining acceptability.
- c. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.
- d. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the City of such defect, damage or deficiency.
- e. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the City with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the City is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
- f. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
- g. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of its rights, title or interest therein without prior written consent of the Council.
- h. In case of default by the successful Offeror, City of Stockbridge may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
- i. All proposals and bids submitted to the City of Stockbridge subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18- 70 et seq.

2.60 MULTI-YEAR CONTRACT TERM

The period of this Agreement shall consist of a series of Terms as defined below. The City is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the City's then current fiscal year.

a. Commencement Term

The "Commencement Term" of this Agreement shall begin on the date of execution of the Agreement in the year January 1, 2021, the starting date, and shall end absolutely and without further obligation on the part of the City on the 31st day of December, 2021. The Commencement Term shall be subject to events of termination and the City's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the City's obligation to make payments provided under this Agreement shall be subject to the City's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the City's governing body and such obligation shall not constitute a pledge of the City's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the City upon the approval of the City Council for four (4) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized, nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the City Manager or City Council for the calendar year of such Renewal Term. If approved by the City Board of Commissioners, the First Renewal Term shall begin on the 1st day of January 2022 and shall end no later than the 31st day of December 2022. If approved by the City Manager or City Council, the Second Renewal Term shall begin on the 1st day of January 2023 and shall end no later than the 31st day of December 2023. If the City chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

Remainder Left Blank Intentionally

3.1 SUBMISSION REQUIREMENTS

All Proposals, including all attachments, must be received by the City in a sealed package no later than Thursday, January 21, 2021(3:00 PM) EDT and must be addressed to:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION
City of Stockbridge, City Hall
Procurement Division
4640 N. Henry Blvd., Stockbridge GA 30281**

The Proposal shall consist of all documents listed on the Required Submittal Checklist (Exhibit III), Evaluation Criteria and the Scope of Services listed in Exhibit I. The Proposal shall include proposer information, technical information, business related information, and any Technical Proposal forms requested, sealed, marked and packaged.

The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION
CITY OF STOCKBRIDGE, CITY HALL
Proposer's Name and Address**

The Request For Proposals (RFP) requirements, responses shall **consist of one (1) signed, original that is marked "ORIGINAL" and five (5) bound photocopies that are identical to the original and marked "COPY" and one (1) flash drive containing a pdf format of the RFP submittal.** Minimum font size of eleven (11) shall be used. All pages shall be single sided.

Failure to submit the RFP response in the manner specified herein or failure to closed identical permanently bound copies of the original materials in each response copy submitted may result in the disqualification of the entire submittal.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the City reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section.

Response packages do not have to be professionally produced nor professionally packaged. Regarding the Evaluation Criteria: each firm has a continuing obligation to provide the City with any material changes to the information requested. The City reserves the right to obtain additional information from interested individuals /firms. To assure consistency, proposals must conform to the format contained herein. Paper size: 8½” x 11”. Larger charts and graphs may be provided if folded neatly to 8½” x 11” and the following items, in the order presented below, with tabs between the sections must be included:

Evaluation Criteria	Tab Number
The Proposal shall include the appropriate and requested information in enough detail to demonstrate the Proposer’s knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer’s responses to the criteria described below. Provide answers below. If you are submitting a response as a joint venture, you must respond to each question for each entity forming the joint venture. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable	
Section 1 – Letter of Transmittal a. The Proposer’s name, mailing address, telephone number and nearest office location. b. Letter of Transmittal. Letter transmitting the Proposal, identifying the team members and providing a designated point of contact, including name, title, address, email address, and telephone and fax numbers of one (1) individual to whom all future correspondence and/or communications should be directed by the City concerning this solicitation. The letter should include a narrative statement of the Consultant’s approach to providing the Services solicited in this RFP. c. A statement that the proposal is in response to the RFP for ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION.	Tab 1

Section 2 – Executive Summary a. Proposer shall submit their approach to the work as it relates to the contract, understanding of the contract’s goals and objectives and a demonstrated understanding of the contract’s potential problems and concerns in a brief executive summary and provide primary local contact person(s) and telephone number(s) b. Total number of company's local full-time employees c. Year company was established d. Description of the company's background and size. e. Description of the company’s corporate structure, including whether the company is under the control of any other corporation or organization. Include the legal status of the organization.	Tab 2
Section 3 – Project Team Qualifications/Qualifications of Key Personnel Staffing a. Proposer shall provide a team/staff who has a minimum of three (3) years' experience providing Annual On-Call Water and Sewer Emergency Operational Repair Maintenance and Construction Services to a governmental entity that is similar in size and scope as the City of Stockbridge. The Contractor shall provide a Project Manager that will be responsible for managing and overseeing services provided in all service areas and ensuring quality control. The Project Manager shall be responsible for all aspects of the successful implementation and management of ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION. b. The Project Manager must provide pro-active recommendations to the City for ongoing maintenance of City properties throughout the term of the contract. c. Proposer shall provide the resumes and any professional license information for each key personnel proposed for this project, specifically those of the Project Manager and the Principle-in-Charge, and all other personnel to be assigned to this project. d. The resumes shall reflect their responsibilities, previous and current; experience; educational and professional history; and length of time employed	Tab 3

by the firm as a full-time employee. Resumes shall be limited to no more than three (3) pages per person and be organized according to the following: • Name and title. • Professional Background. • Current and Past Relevant Experience. • Relevant Training and Education. • Courses completed during the past five (5) Years. • Previous Work Experience related to Annual On-Call Water and Sewer Emergency Operational Repair Maintenance and Construction Services. e. Include the role and responsibilities that each key personnel member will perform on this project. f. Proposer shall provide a Team Directory showing each team member and include the following for each team member listed: firm name; corporate home office location; address, phone number and e-mail addresses; and g. Proposer shall provide an organizational chart which clearly indicates each discipline, company name, principal-in-charge, Project Manager and Technician(s) assigned with the overall project coordination. II. Availability of Key Personnel Based on the scope of services, state percentage of time key personnel will spend on this project. Please provide the following information for the propose Project Manager and their support team: a. Percentage of time key personnel will spend on this project; and b. Current workload of key personnel. c. Please list contractor's licenses, certifications, and education qualifications as it relates to public utility services: SEE EXHIBIT I, II AND III DETAILED SCOPE OF SERVICES	
Section 4 – Past Performance Past Performance - Describe proposer's experience in Landscaping Maintenance Services for the past five (5) years regarding the proposer. Include the following for each project: • Project name • Location e. Date of completion (month, year)	Tab 4

• Company role and responsibility for the project. • List Proposer's key personnel involved on the project. • Provide references including contact name, title, organization, address, phone and email address for all cited projects completed and active. Provide names, email addresses and phone numbers of three government customers with comparable volumes and origination types, who have been contracting the services requested in this RFP.	
Section 5 – Project Approach/Timeline Plan Proposer shall describe their approach in the On-Call Public Utility Services: Emergency Repair, Operational Repair, Maintenance and Construction for the City as identified in the Scope of Work (Exhibit I, II, AND III) and must identify all major tasks; and approach to the maintenance associated with each major task, at a minimum, and any other information that will assist in planning for the Public Utility Services. Technical Approach/Services: Project Approach Work Plan: Responders are required to describe the approach and methodology to adequately staff specifically trained, experienced and licensed individuals in the areas of On-Call Public Utility Services: Emergency Repair, Operational Repair, Maintenance and Construction a. Include a listing of the City's responsibilities and the Responder's responsibilities required to complete the project; and b. Provide a project schedule at the task level starting with the receipt of the Notice to Proceed and ending with project completion. Project Management: a. Describe how the project will be organized and managed. b. Describe progress for reporting procedures during the project for new employees. c. Include the anticipated use of subcontractors or vendors; and d. Describe the resources necessary to accomplish the purpose of the project. Indicate your strategies for quality control, issue anticipation and resolution throughout the project, your methodology for coordination and issue tracking, as well as any other information you feel is pertinent. This section shall be signed by an authorized representative of the prospective Proposer	Tab 5
Section 6 - Cost Proposal	

a. The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 2020-0026 for "ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION" on the outside of the envelope. b. DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive. c. Responders are required to submit their costs on <i>Cost Proposal Forms</i> Responder shall not alter the cost proposal form.	Tab 6
Section 7 - Location Identify the office location responsible for this project. Supply legal firm name, headquarters address, local office addresses, satellite offices and warehouse addresses, if applicable. State of incorporation, and key firm contact names with their phone numbers and e-mail addresses.	Tab 7
Section 8 - Recent, Current, and Projected Workloads of the Firms – List all current clients, during the past five (5) years, both completed and active with approximate percent complete.	Tab 8
Section 9 - Proposer Financial Information a. It is the practice of the City to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work. b. If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime Proposer. The following documentation is required in order for the City to evaluate financial responsibility: a. Provide your firm's most recent balance sheets. b. Provide your firm's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report. c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution.	Tab 9

d. Provide a sworn statement that your firm has not filed petition(s) for Federal Bankruptcy or state insolvency. The statement must be notarized.	
Section 10 – Litigation The City will consider a vendor's litigation history information in its review and determination of responsibility. All vendors are required to disclose to the City all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the vendor, any parent or subsidiary of the vendor, or any predecessor organization. If the vendor is a Joint Venture, the information provided should encompass the Joint Venture (if it is not newly formed for purposes of responding to the solicitation) and each of the entities forming the Joint Venture. Although the review of a vendor's litigation history is an issue of responsibility, the failure to provide litigation history as required in the Evaluation Criteria may result in a recommendation of non-responsiveness by the Purchasing Manager.	Tab 10
Section 11 - Business Licenses, Licenses, and Insurance Evidence that your proposer and/or persons performing the work are licensed to do business in the State of Georgia. Proof of insurance as listed. Evidence of possession of required licenses or business permits. Wrecker service will have a current business license and be in compliance with the local jurisdictions zoning. Attach copies of all such licenses issued to the business entity. List any regulatory or license agency sanctions. If there are none, state none.	Tab 11
Section 12 – References Proposer is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Proposer should use the appropriate reference form to distribute to its reference organization/firm to complete and return to the proposer's attention. Proposer should submit the completed Reference Verification Form with its response. The City will verify references provided as part of the review process. Provide a minimum of five (5) references that are comparable in scope, size, and clients within the last five (5) years. Governmental/Public entities are preferred. EXHIBIT VI, REFERENCE VERIFICATION FORM	Tab 12
Section 13 – Documents and forms required by the City Please provide all other documents and forms not included in the above sections.	Tab 13

PROPOSAL EVALUATION – SELECTION CRITERIA

City's selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the City's staff. The Proposer's submittal must fully address the requirements listed in this solicitation and the Firm's degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the City's intention to select a firm which is the most qualified to meet the City's needs. The award shall be based on but not limited to the following factors:

RFP Evaluation Criteria	Scoring Value Maximum Points
1. Project Team Qualifications/Qualifications of Key Personnel Staffing Proposer shall provide a team/staff who has a minimum of three (3) years' experience providing Annual On-Call Water and Sewer Emergency Operational Repair Maintenance and Construction Services to a governmental entity that is similar in size and scope as the City of Stockbridge. The Contractor shall provide a Project Manager that will be responsible for managing and overseeing services provided in all service areas and ensuring quality control. The Project Manager shall be responsible for all aspects of the successful implementation and management of ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION. See Detailed Scope of Services and Overview of Proposal Requirements	0-25
2. Technical Approach/Project Management Proposer shall describe their approach in the On-Call Public Utility Services: Emergency Repair, Operational Repair, Maintenance and Construction for the City as identified in the Scope of Work (Exhibit I, II, AND III AND SPECIFICATIONS) and must identify all major tasks; and approach to the maintenance associated with each major task, at a minimum, and any other information that will assist in planning for the Public Utility Services. Technical Approach/Services: • Project Approach Work Plan: Responders are required to describe the approach and methodology to adequately staff specifically trained, experienced and licensed individuals in the areas of On-Call Public Utility Services: Emergency Repair, Operational Repair, Maintenance and Construction • Include a listing of the City's responsibilities and the Responder's responsibilities required to complete the project; and • Provide a project schedule at the task level starting with the receipt of the Notice to Proceed and ending with project completion.	0 - 40

3. Cost Proposal The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 2020-0026 for ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION • DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive. • Responders are required to submit their costs on <i>Cost Proposal Forms</i>. Responder shall not alter the cost proposal form.	0 -35
MAXIMUM SCORING POINTS TOTAL	100

Total points awarded for price will be determined by applying the following formula:

(Lowest Overall Cost /Proposer's Price) x 35 = Price Score

Please note that prices may be negotiated in the best interest of the City after the scoring is completed

EXHIBIT I
DETAILED SCOPE OF SERVICES
REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION

1. Scope

- A. The Bid Form (Bid) lists each item of the project for which payment will be made. No payment will be made for any items other than those listed in the Bid unless specifically authorized, in writing, by the City Engineer.
- B. Required items of work and incidentals necessary for the satisfactory completion of the work which are not specifically listed in the Bid, and which are not specified in this section to be measured or to be included in one of the items listed in the Bid, shall be considered as incidental to the work. All costs thereof, including the Contractor's overhead costs and profit, shall be considered as included in the unit prices Bid for the various Bid items. The Contractor shall prepare the Bid accordingly.
- C. Work includes furnishing all labor, fuel, equipment, tools and materials and performing all operations required to complete the work satisfactorily, in place, as specified and as indicated on the drawings and Standard Specifications provided by the City Engineer. The City Engineer may approve the use of City owned material from City stock provided the Contractor replaces the material used within thirty (30) days with identical or functionally equivalent material, if approved by the City Engineer. If the material is not replaced in thirty (30) days, the cost of the material used will be deducted from the Contractor's invoice. In all instances where the City's Engineer approval is required, such approval must be in writing.

The City reserves the right to add, delete and or change Scope of Services of this contract and may do so by submitting written notification to Contractor. Any increase or decrease in maintenance fees shall be negotiated at that time and incorporated into the contract documentation.

2. Descriptions

- A. Measurement of an item of work will be by the unit indicated in the Bid.
- B. Final payment quantities shall be determined from actual quantities installed and measured in the field.
- C. Payment will include all necessary and incidental related work not specified to be included in any other item of work listed in the Bid.

- D. Unless otherwise stated in individual sections of the Specifications or in the Bid, or as approved in writing by the City Engineer prior to beginning the work, no separate payment will be made for any item of work, materials, parts, equipment, supplies or related items required to perform and complete the work. The costs for all such items required shall be included in the price Bid for item of which it is a part. In the event that the City Engineer requests work that is agreed by both the City Engineer and the Contractor as not included in the Bid, that item of work will be paid for at actual cost (invoices required) plus 10% markup.
- E. Payment will be made by extending unit prices multiplied by quantities provided and then summing the extended prices to reflect actual work. Such price and payment shall constitute full compensation to the Contractor for furnishing all parts, labor, equipment, tools and materials not furnished by the City and for performing all operations required to provide to the City the entire Project, complete in place, as specified and as indicated on the drawings.
- F. "Products" shall mean materials or equipment permanently incorporated into the work.
- G. "Provide" shall mean furnish and install.

3. Non-Payments

- A. No separate payment shall be made for the restoration of developed property and the cost shall be included in the overall prices for the execution of the work unless specifically noted otherwise.
- B. No separate payment shall be made for excavation, disposal of rubbish and debris, pipe bedding, backfill, dewatering of trench, repair of damaged properties. All testing required for the execution of the work shall be done as part of the price for the item involved.
- C. No separate payment shall be made for any traffic control, work area protection, recording, safety measures, set-up of equipment and set-up of staging area except as indicated below. Payment for these items shall be part of the unit price Bid for each particular item of work.
- D. No separate payment shall be made for providing detail surveys needed for construction. The Contractor shall be responsible in providing further survey necessary to complete the work. The Contractor shall carefully preserve the established points, and in case of willful or careless destruction, the Contractor shall be responsible for the costs of re-establishing the benchmarks, reference points and stakes.

Bid Items

1. **Item 1 – Contractor Mobilization/Demobilization**

All costs associated with mobilization of all required resources, a one-time cost for each non-emergency project assigned by the City, shall be included in the unit prices Bid for **CONTRACTOR MOBILIZATION/DEMOBILIZATION**, based on the project sizes listed in the Bid.

2. **Items 2 through 4 – Sewers and Ductile Iron Pipe (DIP) (Specifically Coated for Sewer Use) and PVC**

A. **Existing Utilities and Obstructions**

1. **Horizontal Conflict:** Payments for conflicts with existing utilities shall be made only where additional manholes, fittings, and/or additional lengths of pipe are approved by the City Engineer. Said payment shall be made at the unit prices in the Bid. No other payment will be made for any delay or extra cost encountered by the Contractor due to protection, avoidance or relocation of existing utilities, mains or services or changing the horizontal alignment of the sewer.

2. **Vertical Conflict:** Where authorized by the City Engineer, payment for additional depth of cut required to avoid vertical conflicts shall be made at the unit prices Bid for sewer line. No payment will be made for relocation of existing utilities except as authorized by the City Engineer.

B. **Location and Grade:** No separate payment shall be made for survey work performed by or for the Contractor in the establishment of reference points, bench marks, cut sheets, limits of right-of-way or easement, including their restoration, as well as centerline or baseline points.

C. **Construction along Highways, Streets and Roadways:** No separate payment shall be made for traffic control or maintaining highways, streets, roadways and driveways, except as authorized by the City Engineer.

D. **Sewer Cleaning:** No payment shall be made for normal cleaning of sewers.

E. **Manhole Rehabilitation:** Measurement for payment at the unit price for **MANHOLE REHABILITATION** shall be made from the invert to the base of the manhole frame for each method of rehabilitation Bid at the price for the depth range listed.

F. **Ductile Iron Pipe/PVC Gravity Sewer**

1. Payment for ductile iron pipe/PVC gravity sewer shall be made at the unit price Bid for **GRAVITY SEWER**, for the quantity and type provided at

the appropriate depth. Payment will be made at the unit price for the actual depth of the sewer line.

2. Measurement for payment at the unit price for **GRAVITY SEWER** shall be made along the centerline of the pipe, through fittings, from centerline of manhole to centerline of manhole or to inside face of structure wall penetrated. Depth of cut shall be measured from pipe invert to ground level at pipe centerline. Cut sheets prepared by the Contractor and approved by the City Engineer shall be the basis for payment.
3. The unit price Bid for **GRAVITY SEWER** shall include all costs for installation of the sewer as required including, but not limited to, materials, labor, excavation, dewatering, shoring, bedding, haunching, backfill, compaction, clean-up, testing and all other related items not listed as separate items in the Bid.
4. Payment for pipe **INSTALLED IN STEEL CASING** will be made in addition to payment for gravity sewer installed at the appropriate depth. The unit price Bid for pipe **INSTALLED IN STEEL CASING** shall include all additional costs associated with providing the appropriate size steel casing pipe, spacers, grout, brick, as required for the complete installation of pipe in casing via open-cut installation. All costs associated with installation of the sewer line, including excavation, dewatering, etc. shall be included in the unit price Bid for **GRAVITY SEWER**.
5. No payment shall be made for sections of pipe which are not installed.
6. No additional payment shall be made for replacement of defective materials.
7. No additional payment will be made for maintaining or stopping flow while placing the new sewer in service.
8. No payment shall be made for sections of pipe which have not passed required tests, or if the area has not been cleaned up to the satisfaction of the City Engineer.
9. No separate payment will be made for cutting and beveling pipe.
10. The cost of all fittings shall be included in the price of the pipe.
11. **Clean up and Testing:** No separate payment shall be made for clean-up and testing.

3. **Item 5 – HDPE Pipe Slip Lining**

Measurement for payment at the unit price for **HDPE PIPE SLIPLINING** shall be made along the centerline of the pipe from centerline of manhole to centerline of manhole or to inside face of structure wall penetrated. The unit price Bid for **HDPE PIPE SLIPLINING** shall include all costs associated with installing **HDPE PIPE SLIPLINING** as listed in the Bid including, but not limited to, all materials, labor, tools, excavation, backfill, compaction, grouting and all incidental items required for a complete installation.

4. **Item 6 – Sewer Service Connections**

- A. The unit price Bid for **6-INCH DIP SEWER SERVICE CONNECTIONS** shall include all costs associated with installing a service connection as listed in the Bid including, but not limited to, all materials, labor, tools, excavation, backfill, compaction, manhole coring, grouting, manhole boot, fittings including wye or tee, and all incidental items required for a complete installation. No additional payment will be made for plugging the fitting or for cutting an existing sewer pipe to locate the fitting.
- B. Measurement for payment for service connections will be made along the centerline of the pipe, through fittings, from centerline of manhole or pipe to the inside face of the clean-out box.
- C. Payment for re-establishing sewer service connections shall be made under the unit prices Bid for **SERVICE LINE RECONNECTIONS**.

5. **Item 7 – 9 Precast Concrete Manholes and Accessories**

- A. The unit price Bid for **4-FOOT DIAMETER PRECAST MANHOLES**, at the depths listed in the Bid, shall include all costs associated with construction of a complete manhole on a new sewer line, including excavation, shoring, dewatering, backfilling, compaction, crushed stone bedding, concrete slab, precast base, riser sections, cone or flat top, coring, rubber boots, grouting, sleeves, concrete, invert, mastic sealant, brickwork, mortar, connection of pipes to the manhole, vacuum testing and all incidental items required to complete the installation.
- B. The unit price Bid for **4-FOOT DIAMETER DOGHOUSE MANHOLES**, at the depths listed in the Bid, shall include all costs associated with construction of a complete manhole on an existing sewer line, including excavation, shoring, dewatering, backfilling, compaction, crushed stone bedding, concrete slab, base, riser sections, cone or flat top, coring, rubber boots, grouting, concrete, invert, diversion of flow, cutting existing pipe, connecting pipes to manhole, mastic sealant, brickwork, mortar, vacuum testing and all incidental items required to complete the installation.

- C. Measurement for payment at the unit price for **MANHOLES** shall be made from the invert to the top of the top section. Payment for manholes shall be made at the unit price Bid for **MANHOLES**, for the type provided at the appropriate depth. Payment will be made at the unit price for the actual depth of the manhole.
6. **Item 10 - Manhole Accessories**
- A. The unit price Bid for **SAFETY PLATFORM** shall include all costs associated with installation of a safety platform in a new precast concrete manhole. Payment for **SAFETY PLATFORM** will be in addition to payment for **PRECAST MANHOLE**.
 - B. The unit price Bid for **MANHOLE RING AND COVER** shall include the cost of providing the appropriate type ring and cover on a new manhole or new riser section including materials, labor, grouting, brick and mortar, minor grade adjustments (up to three inches either way vertically) and all incidental items required to complete the installation.
7. **Item 11 - Manhole Modifications**
- A. The unit price Bid for **ADJUST EXISTING MANHOLE COVER TO GRADE** shall include all costs associated with adjusting an existing manhole cover by up to three (3) inches using steel or concrete adjusting rings or brick and mortar, as ordered by the City Engineer, including pavement repair if applicable. Measurement for payment will be made based on the actual quantity of manhole covers adjusted.
 - B. The unit price Bid for **ADJUST EXISTING PRECAST MANHOLE** shall include all costs associated with raising or lowering an existing manhole including, but not limited to, excavation, shoring, dewatering, backfilling, compaction, removal and replacement of existing cone or flat top, removal or addition of riser sections, disposal of removed materials, grouting, steps, brickwork, mortar, mastic and all incidental items required to complete the installation. In the event that a new cone or flat top section is required, it will be paid for at the unit price Bid for **4-FOOT DIAMETER PRECAST MANHOLE**.
 - C. The unit price Bid for **ADJUST EXISTING BRICK MANHOLE** shall include all costs associated with raising or lowering an existing manhole including, but not limited to, excavation, shoring, dewatering, backfilling, compaction, removal or addition of brick, disposal of removed materials, grouting, steps, mortar and all incidental items required to complete the installation.
 - D. Payment for pavement patching associated with **ADJUST EXISTING MANHOLE** shall be paid for at the unit price Bid.

- E. Measurement for payment for **ADJUST EXISTING MANHOLE** will be made from the original manhole cover elevation to the proposed elevation of the new manhole cover. Vertical distance will be measured to the nearest tenth of a foot.

8. **Item 12 - Manhole Connections**

- A. The unit price Bid for **MANHOLE CONNECTIONS** shall include all costs associated with connecting a new sewer line to an existing manhole, including drop connection fittings, tees, or core and boot as appropriate for the type of connection, flow diversion, penetration of manhole wall, sealing connection, forming new invert and all incidental items required to complete the connection. Costs for excavation, shoring, dewatering, backfilling, compaction and bedding shall be included in the unit price Bid for **GRAVITY SEWER**.
- B. Measurement for payment for drop connection vertical pipe shall be made from the invert of the upstream sewer to the invert of the manhole. Payment for the measured vertical feet of pipe will be made for the unit price Bid for **GRAVITY SEWER**. Inside drop connection vertical piping will be paid for at the 0.0 to 6.0-foot depth price for gravity sewer. Outside drop connection vertical piping will be paid for based on the actual depth of the drop connection.

9. **Item 13 - Driveway and Road Repair and Replacement**

A. **General**

- 1. Payment for removing and replacing driveway and road asphalt and concrete pavement will be made based on the measured quantity replaced at the unit price Bid. The unit price Bid shall include all costs associated with cutting, removing, disposing of existing pavement, replacing and compaction and soil testing of base, sub base, concrete, asphalt and all related items as required, including providing select backfill if necessary, all traffic control and temporary measures for maintaining traffic.
 - 2. Payment shall be made only for that length for which the pipeline is constructed underneath or within four (4) feet of the edge of the pavement to a width as shown in the Standard Details and Specifications.
 - 3. No additional payment will be made for removing and replacing damaged adjacent pavement.
 - 4. No additional payment will be made for saw cutting of driveways or curbs.
- B. Payment for removing and replacing gravel driveways will be made based on the measured quantity replaced at the unit price Bid for **GRAVEL DRIVEWAY**. The unit price Bid shall include all costs associated with removing, replacing, and

compacting a minimum of four (4) inches of GAB or #57 stone, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width as limited by the Standard Details and Specifications.

- C. Payment for removing and replacing asphalt driveways will be made based on the measured quantity replaced at the unit price Bid for **ASPHALT DRIVEWAY**. The unit price Bid shall include all costs associated with cutting, removing existing pavement, disposing of removed materials, compacting and placing a minimum of four (4) inches of GAB and one and a half inches of Type E asphalt, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width as limited by the Standard Details and Specifications.
- D. Payment for removing and replacing residential concrete driveways will be made based on the measured quantity replaced at the unit price Bid for **CONCRETE DRIVEWAY - RESIDENTIAL**. The unit price Bid shall include all costs associated with cutting, removing existing concrete, disposing of removed materials, compacting sub base, and placing a minimum of four (4) inches concrete with reinforcing steel, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width to the nearest construction joint on either side of the new pipeline.
- E. Payment for removing and replacing commercial concrete driveways will be made based on the measured quantity replaced at the unit price Bid for **CONCRETE DRIVEWAY - COMMERCIAL**. The unit price Bid shall include all costs associated with cutting, removing existing concrete, disposing of removed materials, compacting sub base, and placing a minimum of six (6) inches concrete with reinforcing steel, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width to the nearest construction joint on either side of the new pipeline.
- F. Payment for removal and replacement of sidewalk shall be made at the unit price Bid for **CONCRETE SIDEWALK**. No payment for sidewalk shall be made where the centerline of the new pipe is more than five (5) feet from the closest edge of the sidewalk.

- G. Payment for removal and replacement of curb and gutter shall be made at the unit prices Bid for **CONCRETE CURB AND GUTTER**. No payment for curb and gutter shall be made where the centerline of the new pipe is more than five (5) feet from the closest edge of the curb and gutter.
- H. Payment for removal and replacement of asphalt pavement shall be made at the unit price Bid for **ASPHALT PAVEMENT REMOVAL AND REPLACEMENT**. The unit price Bid shall include all costs associated with cutting, removing existing pavement, disposing of removed materials, compacting and placing a minimum of six (6) inches of crusher run and one and a half inches of Type E asphalt, and all related items as required for a complete repair, including all traffic control and temporary measures. Payment will be made for the length for which the pipeline is constructed underneath the roadway and for the width as limited by the Standard Details and Specifications, or as approved by the City Engineer.
- I. No separate or additional payment shall be made for temporary measures required to make the road or driveway surface passable, including backfilling the top of the trench temporarily with crusher run or granular material or placing a temporary asphalt topping.

10. **Item 14 - Cast in Place Concrete**

- A. The unit price Bid for **CONCRETE PIERS** shall include all costs associated with installation of concrete piers under sewer line including excavation, backfill, compaction, dewatering, drilling grout holes, grouting dowels in place, concrete, reinforcement and all other work required for pier installation. Measurement for vertical height of the piers shall include the thickness of the footing.
- B. The cost of services of the consulting soil and foundation shall be included in the unit price Bid for concrete piers.
- C. The unit price Bid for **GENERAL CONCRETE PLACEMENT** shall include all costs of placing general concrete as directed by the City Engineer. General concrete placement shall only be used for concrete in addition to items listed elsewhere in the Bid.
- D. The unit price Bid for **CONCRETE - FLOWABLE FILL** shall include all costs of filling abandoned pipes with concrete as directed by the City Engineer. Flowable fill shall only be used for concrete in addition to items listed elsewhere in the Bid.

11. **Item 15 - Emergency Services**

- A. The following labor and equipment are included in the Bid for when the City needs manpower or additional equipment to assist in making emergency repairs other than

those specified above as unit price items. Hourly rate items below shall **NOT** apply when work is performed under non-emergency conditions. The Notice to Proceed for each project will indicate emergency or non-emergency project status. Once an emergency is declared contained by the City Engineer, the project will go forward as non-emergency utilizing line items and a Notice to Proceed will be issued for the remainder of the work.

- B. The unit price Bid for the following items shall include all costs for providing the specified personnel on an hourly basis as required by the City Engineer. Payment may be made for partial workdays where applicable. All overhead and direct costs, including all mobilization costs, for providing the labor, equipment, tools, supplies associated shall be included. Separate payments for items not included shall be agreed to prior to providing such items. No payment will be made for additional services provided without proper written notification to the City Engineer that the services being requested are additional.
1. Sewer Superintendent with Pickup Truck
 2. Sewer Crew Truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw, and miscellaneous hand tools, including Sewer Foreman and three (3) laborers
 3. Rubber Tire Front End Loader with Trailer and Operator
 4. Rubber Tire Backhoe with Trailer and Operator
 5. Excavator with Trailer and Operator
 6. Trench Compactor with Operator
 7. Mobile Air Compressor with hoses and air tools (Jackhammer, Pavement Breaker, Clay Spade, etc.)
- C. During emergency conditions, Contractor representative shall be on site within two (2) hours of notification of emergency work and Contractor workforce shall be on site within four (4) hours of notification to commence emergency repair work. Any failure to respond to an emergency request will be grounds for non-assignment of future projects and a poor performance evaluation.

EXHIBIT II
DETAILED SCOPE OF SERVICES
REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION

GENERAL

1. Scope

- A. The Bid Form (Bid) lists each item of the Project for which payment will be made. No payment will be made for any items other than those listed in the Bid unless specifically authorized, in writing, by the City Engineer.
- B. Required items of work and incidentals necessary for the satisfactory completion of the work which are not specifically listed in the Bid, and which are not specified in this Section to be measured or to be included in one of the items listed in the Bid, shall be considered as incidental to the work. All costs thereof, including Contractor's overhead costs and profit, shall be considered as included in the unit prices Bid for the various Bid items. The Contractor shall prepare the Bid accordingly.
- C. Work includes furnishing all labor, fuel, equipment, tools and materials, and performing all operations required to complete the work satisfactorily, in place, as specified and as indicated on the drawings and Standard Specifications provided by the City Engineer. The City Engineer may approve the use of City owned material from City Stockbridge provided the contractor replaces the material used within thirty (30) days with identical or functionally equivalent material, if approved by the City Engineer. If the material is not replaced in thirty (30) days, the cost of the material used will be deducted from the Contractor's invoice. In all instances where City Engineer approval is required, such approval must be in writing.

2. Descriptions

- A. Measurement of an item of work will be by the unit indicated in the Bid.
- B. Final payment quantities shall be determined from actual quantities installed and measured in the field.
- C. Payment will include all necessary and incidental related work not specified to be included in any other item of work listed in the Bid.

- D. Unless otherwise stated in individual sections of the Specifications or in the Bid, or as approved in writing by the City Engineer prior to beginning the work, no separate payment will be made for any item of work, materials, parts, equipment, supplies or related items required to perform and complete the work. The costs for all such items required shall be included in the price bid for item of which it is a part. In the event that the City Engineer requests work that is agreed on by both the City Engineer and the Contractor as not included in the Bid, that item of work will be paid for at actual cost (invoices required) plus 10% markup.
- E. Payment will be made by extending unit prices multiplied by quantities provided and then summing the extended prices to reflect actual work. Such price and payment shall constitute full compensation to the Contractor for furnishing all parts, labor, equipment, tools and materials not furnished by the City and for performing all operations required to provide to the City the entire Project, complete in place, as specified and as indicated on the Drawings.
- F. “Products” shall mean materials or equipment permanently incorporated into the work.
- G. “Provide” shall mean furnish and install.

3. Non-Payments

- A. No separate payment shall be made for the restoration of developed property and the cost shall be included in the overall prices for the execution of the work unless specifically noted otherwise.
- B. No separate payment shall be made for excavation, disposal of rubbish and debris, pipe bedding, backfill, dewatering of trench, repair of damaged properties. All testing required for the execution of the work shall be done as part of the price for the item involved.
- C. No separate payment shall be made for any traffic control, work area protection, recording, safety measures, set-up of equipment and set-up of staging area except as indicated below. Payment for these items shall be part of the unit price Bid for each particular item of work.
- D. No separate payment shall be made for providing detail surveys needed for construction. The Contractor shall be responsible in providing further survey necessary to complete the work. The Contractor shall carefully preserve the established points, and in case of willful or careless destruction, the Contractor shall be responsible for the costs of re-establishing the benchmarks, reference points and stakes.

BID ITEMS

1. Item 1 - Contractor Mobilization/Demobilization

All costs associated with mobilization of all required resources, a one-time cost for each non-emergency project assigned by the City, shall be included in the unit prices Bid for **CONTRACTOR MOBILIZATION/DEMOBILIZATION**, based on the project sizes listed in the Bid.

2. Items 2 through 6 - Water Mains and Ductile Iron Pipe (DIP) (Pressure Class 350)

A. Existing Utilities and Obstructions

1. **Horizontal Conflict:** Payments for conflicts with existing utilities shall be made only where additional fittings and/or additional lengths of pipe are approved by the City Engineer. Said payment shall be made at the unit prices in the Bid. No other payment will be made for any delay or extra cost encountered by the Contractor due to protection, avoidance or relocation of existing utilities, mains or services or changing the horizontal alignment of the water main.

2. **Vertical Conflict:** Where authorized by the City Engineer, payment for additional depth of cut required to avoid vertical conflicts shall be made at the unit prices Bid for water main. No payment will be made for relocation of existing utilities except as authorized by the City Engineer.

B. **Location and Grade:** No separate payment shall be made for survey work performed by or for the Contractor in the establishment of reference points, bench marks, cut sheets, limits of right of way or easement, including their restoration, as well as centerline or baseline points.

C. **Construction along Highways, Streets and Roadways:** No separate payment shall be made for traffic control or maintaining highways, streets, roadways and driveways, except as authorized by the City Engineer.

D. Ductile Iron Pipe Water Main

1. Payment for water main shall be made at the unit price Bid for **WATER MAIN**, for the quantity and type provided at the appropriate depth. Payment will be made at the unit price for the actual depth of the water line

2. Measurement for payment at the unit price for **WATER MAIN** shall be made along the centerline of the pipe, through valves and fittings. Depth of cut shall be measured from pipe invert to ground level at the pipe centerline. Cut sheets prepared by the Contractor and approved by the City Engineer shall be the basis for payment.

3. The unit price Bid for **WATER MAIN** shall include all costs for installation of the water line as required including, but not limited to, materials, labor, excavation, dewatering, shoring, bedding, haunching, backfill, compaction, clean-up, testing, and all other related items not listed as separate items in the Bid.
4. No payment shall be made for sections of pipe which are not installed.
5. No additional payment shall be made for replacement of defective materials.
6. No payment shall be made for sections of pipe which have not passed the required tests, or if the area has not been cleaned up to the satisfaction of the City Engineer.
7. No separate payment will be made for cutting and beveling pipe.
8. **Thrust Restraint/Joint Restraint:** Joint restraint will be the preferred method of restraint. The method of restraint will be determined by the City Engineer. No separate payment will be made for retainer glands or harnessing. Payment for concrete thrust collars shall be made at the unit price Bid for **CONCRETE THRUST COLLARS**.

3. **Item 7 – Fittings**

- A. The unit price Bid for **FITTINGS** shall include the costs of fittings and all joint accessories and the cost of all related blocking. The weight of fittings used for payment shall be AWWA C110 standard weight for C110 fittings, or AWWA C153 standard weight for C153 fittings and shall not include the weight of bolts, glands or cement lining.
- B. Weight of fittings for payment for diameters fifty-four (**54**) inches and larger shall be manufacturer's standard weight and shall not include weight of bolts, glands or cement lining.
- C. Anchor couplings not included in a fire hydrant assembly will be paid for at the unit price Bid for **FITTINGS** and shall not be included in the quantities measured for water main. Weight for payment of anchor couplings will be determined from the manufacturer's standard weight, including the coupling and rotating split gland.
- D. Hydrant tees not included in a fire hydrant assembly will be paid for at the unit price Bid for **FITTINGS**. Weight for payment of anchor couplings will be determined from the manufacturer's standard weight.

4. **Item 8 - Fire Hydrants**

- A. Fire Hydrants shall be 5 ¼" valve opening and be M&H 129 or approved equivalent. Payment for fire hydrants shall be made for the actual quantity installed at the unit price Bid for **FIRE HYDRANT ASSEMBLY**. The unit price Bid for fire hydrant assembly shall include all costs associated with providing a complete fire hydrant assembly, except as listed below, including 4 1/2 feet depth of bury fire hydrant, six (6) inch gate valve, valve box, related blocking, gravel drain, grade-lock fitting, anchor couplings, hydrant tee and all associated labor and materials.
- B. Payment for hydrant lead piping and blow off piping will be made at the unit price Bid for **HYDRANT EXTENSION**, except when anchor couplings are used.
- C. Fittings for blow off and air release hydrant leads will be paid for at the unit price Bid for **FITTINGS**.
- D. Payment for hydrant extension sections where the depth of bury of fire hydrants is greater than 4 1/2 feet shall be made to the nearest half foot at the unit price Bid for **HYDRANT EXTENSION**. No distinction shall be made between the additional barrel lengths provided by measuring and ordering the proper depth of bury for the hydrants and the additional barrel length provided by adding extension kits after the hydrant is ordered. The unit price Bid for **HYDRANT EXTENSION** shall include the cost of valve extension stems.
- E. **Salvage Existing Hydrant:** Measurement for payment for removal and salvaging or disposal of existing fire hydrants shall be based on the actual quantity at the unit price Bid per each hydrant removed. The unit price Bid shall include all costs associated with removal of the hydrant assembly, plugging the existing main, restoration of the area, transportation of the salvaged hydrant assembly to the City's public works facility or disposal of the assembly if directed by the City Engineer.

5. **Item 9 - Valves and Valve Adjustments**

- A. **Valves:** The unit price Bid for **VALVES** shall include the cost of providing the valve, extension stem, valve box, valve marker, all joint accessories and all other related items.
- B. **Valve Adjustments in Pavement (0'-5')** - The unit price Bid for **VALVE ADJUSTMENTS IN PAVEMENT (0'-5')** shall include the cost of providing the new valve box and lid or six (6) inch ductile iron pipe, excavation, backfill, concrete pad, pavement repair and all other related items.
- C. **Valve Adjustments in Pavement (5' or greater)-** The unit price Bid for **VALVE ADJUSTMENTS IN PAVEMENT (5' or greater)** shall include the cost of

providing the new valve box and lid or six (6) inch ductile iron pipe, valve extension, excavation, backfill, concrete pad, pavement repair and all other related items.

- D. **Valve Adjustments out of Pavement (0'-5')** - The unit price Bid for **VALVE ADJUSTMENTS OUT OF PAVEMENT (0'-5')** shall include the cost of providing the new valve box and lid or six (6) inch ductile iron pipe, manufactured concrete pad, excavation, backfill and all other related items.
- E. **Valve Adjustments out of Pavement (5' or greater)** - The unit price Bid for **VALVE ADJUSTMENTS OUT OF PAVEMENT (5' or greater)** shall include the cost of providing the new valve box and lid or six (6) inch ductile iron pipe, valve extension, manufactured concrete pad, excavation, backfill and all other related items.

6. **Item 10 through 12 – Connections to Existing Water Lines**

- A. The unit price Bid for **TAPPING SLEEVES AND VALVES** shall include the cost of locating the existing line, providing the sleeve, valve, extension stem, valve box, valve marker, all joint accessories, related support blocking and accessories, and all labor, materials, and tools required for a complete installation, including tapping the existing line. Payment for required thrust blocking will be paid for at the unit price Bid for **CONCRETE THRUST BLOCKING**.
- B. The unit price Bid for **CUT IN CONNECTION** shall include the cost of locating and cutting the existing line and making the connection of the new line to the existing line, including all labor, materials and tools required for a complete installation. All required fittings, valves, ductile iron water main and thrust blocking will be paid for at the unit price Bid for the item to which it pertains.
- C. The unit price Bid for **STRAIGHT CONNECTION** shall include the cost of locating the existing line, removing existing plugs or other fittings and cutting the existing line, making connection of the new line to the existing line, including all labor, materials and tools required for a complete installation. All required fittings, valves, ductile iron water main and thrust blocking will be paid for at the unit price Bid for the item to which it pertains.

7. **Item 13 – Abandon Existing Water Main**

- A. **Cut and Plug/Deadman Restraint:** The unit price Bid for **CUT AND PLUG/DEADMAN RESTRAINT** shall include all costs associated with cutting and plugging an existing water line, including locating the existing line, excavation, dewatering, cutting the line as necessary to remove the existing pipe and as directed by the City Engineer, plugging openings where the cuts were made, providing all

anchors, rods, straps and all other related items. Payment will be made for the quantity installed at the unit price Bid for the appropriate size water main.

- B. Payment for plugs will be made at the unit price Bid for **FITTINGS**.
- C. Payment for concrete thrust blocking or thrust collars will be made at the unit price Bid for the appropriate item.
- D. No separate payment will be made for clean-up, pressure testing, and disinfection. All costs associated with clean up, laboratory testing, pressure testing and disinfection of water main shall be included in the unit price Bid for **WATER MAIN**

8. **Item 14 – Water Service Connections**

- A. The unit price Bid for **NEW 3/4-INCH SERVICE LINE** shall include all variable labor and materials associated with installation of a new water service line, including 3/4-inch copper tubing from the water main to the water meter. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- B. The unit price Bid for **NEW 1-INCH SERVICE LINE** shall include all variable labor and materials associated with installation of a new water service line, including 1- inch copper tubing from the water main to the water meter. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- C. The unit price Bid for **NEW 1-1/2-INCH SERVICE LINE** shall include all variable labor and materials associated with installation of a new water service line, including 1-1/2-inch copper tubing from the water main to the water meter. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- D. The unit price bid for **NEW 2-INCH SERVICE LINE** shall include all variable labor and materials associated with installation of a new water service line, including 2- inch copper tubing from the water main to the water meter. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.

9. **Item 15 – Water Service Changeovers**

- A. The unit price Bid for **CHANGEOVER SETUP** shall include fixed labor and materials associated with replacement of an existing water service connection, including locating the existing service, abandoning the existing service line, any necessary boring and any associated pavement removal and replacement necessary

to accomplish the work. The unit price Bid for **CHANGEOVER SETUP** shall include direct tap, corporation stop, curb stop, associated fittings required for a complete installation, but not including the copper service line itself. It is assumed that the meter and meter box will remain in place and will be reused. Measurement for payment will be made on the number of service changeovers installed, at the unit price Bid for **EACH** setup.

- B. The unit price Bid for **REPLACE EXISTING WITH 3/4-INCH SERVICE LINE** shall include all variable labor and materials associated with replacement of an existing water service line, including 3/4-inch copper tubing from the water main to the water meter and not including items included in **CHANGEOVER SETUP** above. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- C. The unit price Bid for **REPLACE EXISTING WITH 1-INCH SERVICE LINE** shall include all variable labor and materials associated with replacement of an existing water service line, including 1-inch copper tubing from the water main to the water meter, and not including items included in **CHANGEOVER SETUP** above. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- D. The unit price Bid for **REPLACE EXISTING WITH 1-1/2-INCH SERVICE LINE** shall include all variable labor and materials associated with replacement of an existing water service line, including 1-1/2-inch copper tubing from the water main to the water meter, and not including items included in **CHANGEOVER SETUP** above. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- E. The unit price Bid for **REPLACE EXISTING WITH 2-INCH SERVICE LINE** shall include all variable labor and materials associated with replacement of an existing water service line, including 2-inch copper tubing from the water main to the water meter, and not including items included in **CHANGEOVER SETUP** above. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- F. Payment for **WATER METER RELOCATION** will be made only as ordered by the City Engineer, in addition to payment for service changeovers as appropriate. The unit price Bid for **WATER METER RELOCATION** shall include all additional work required beyond the fixed cost for changeover setup plus the linear foot cost for replacing an existing service line. The unit price Bid shall include disconnecting the existing meter, pressure reducing valve and back flow preventer, moving the meter, meter box, pressure reducing valve and back flow preventer to

the new location; reconnecting the meter, pressure reducing valve and back flow preventer to the existing house service line including up to ten (10) linear feet of house side copper tubing, reinstalling the meter box for the meter in accordance with the drawings and providing a new valve box for the pressure reducing valve.

10. **Item 16 – Precast Valve Vault or Manhole**

- A. The unit price Bid for **4 OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE**, at the depths listed in the Bid, shall include all costs associated with construction of a complete valve vault or manhole on a new water line, including excavation, shoring, dewatering, backfilling, compaction, crushed stone bedding, grouting and all incidental items required to complete the installation.
- B. Measurement for payment at the unit price for **PRECAST VALVE VAULT OR MANHOLE** shall be made from the outside bottom of the vault or manhole to the top of the top section. Payment will be made at the unit price for the actual depth of the vault or manhole.

11. **Item 17 - Storm Drain Pipe Installation**

- A. The unit price Bid for **STORM DRAIN PIPE** shall include all costs associated with the installation or replacement of the appropriate size and type of storm drain piping associated with construction of a water line, where directed by the City Engineer. Costs for excavation, shoring, dewatering, backfilling, compaction and bedding shall be included in the unit price Bid for **WATER MAIN**.
- B. Measurement for payment will be made along the centerline of the storm drain pipe installed.
- C. No separate payment will be made for support of existing pipe when installing new water line over or under existing storm water piping. All costs for support shall be included in the unit price Bid for **WATER MAIN**.
- D. Costs for removing and replacing existing storm water pipe for ease of construction when installing new water line shall be included in the unit price Bid for **WATER MAIN**. Payment for storm drain pipe will only be made where removal or replacement is approved or ordered by the City Engineer prior to removal.

12. **Item 18 – Driveway and Road Repair and Replacement**

A. **General**

1. Payment for removing and replacing driveway and road asphalt and concrete pavement will be made based on the measured quantity replaced at the unit price Bid. The unit price Bid shall include all costs associated with cutting, removing, disposing of existing pavement, replacing and compaction and soil testing of base, sub base, concrete, asphalt, and all related items as required, including providing select backfill if necessary, all traffic control and temporary measures for maintaining traffic.
2. Payment shall be made only for that length for which the pipeline is constructed underneath or within four (4) feet of the edge of the pavement to a width as shown in the Standard Details and Specifications.
3. No additional payment will be made for removing and replacing damaged adjacent pavement.
4. No additional payment will be made for saw cutting of driveways or curbs.

B. Payment for removing and replacing gravel driveways will be made based on the measured quantity replaced at the unit price Bid for **GRAVEL DRIVEWAY**. The unit price Bid shall include all costs associated with removing, replacing, and compacting a minimum of four (4) inches of GAB or #57 stone, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width as limited by the Standard Details and Specifications.

C. Payment for removing and replacing asphalt driveways will be made based on the measured quantity replaced at the unit price Bid for **ASPHALT DRIVEWAY**. The unit price Bid shall include all costs associated with cutting, removing existing pavement, disposing of removed materials, compacting and placing a minimum of four (4) inches of GAB and one and a half inches of Type E asphalt, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width as limited by the Standard Details and Specifications.

D. Payment for removing and replacing residential concrete driveways will be made based on the measured quantity replaced at the unit price Bid for **CONCRETE DRIVEWAY - RESIDENTIAL**. The unit price Bid shall include all costs associated with cutting, removing existing concrete, disposing of removed

materials, compacting sub base, and placing a minimum of four (4) inches concrete with reinforcing steel, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width to the nearest construction joint on either side of the new pipeline.

- E. Payment for removing and replacing commercial concrete driveways will be made based on the measured quantity replaced at the unit price Bid for **CONCRETE DRIVEWAY - COMMERCIAL**. The unit price Bid shall include all costs associated with cutting, removing existing concrete, disposing of removed materials, compacting sub base, and placing a minimum of six (6) inches concrete with reinforcing steel, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width to the nearest construction joint on either side of the new pipeline.
- F. Payment for removal and replacement of sidewalk shall be made at the unit price Bid for **CONCRETE SIDEWALK**. No payment for sidewalk shall be made where the centerline of the new pipe is more than five (5) feet from the closest edge of the sidewalk.
- G. Payment for removal and replacement of curb and gutter shall be made at the unit prices Bid for **CONCRETE CURB AND GUTTER**. No payment for curb and gutter shall be made where the centerline of the new pipe is more than five (5) feet from the closest edge of the curb and gutter.
- H. Payment for removal and replacement of asphalt pavement shall be made at the unit price Bid for **ASPHALT PAVEMENT REMOVAL AND REPLACEMENT**. The unit price Bid shall include all costs associated with cutting, removing existing pavement, disposing of removed materials, compacting and placing a minimum of six (6) inches of crusher run and one and a half inches of Type E asphalt, and all related items as required for a complete repair, including all traffic control and temporary measures. Payment will be made for the length for which the pipeline is constructed underneath the roadway and for the width as limited by the Standard Details and Specifications, or as approved by the City Engineer.
- I. No separate or additional payment shall be made for temporary measures required to make the road or driveway surface passable, including backfilling the top of the trench temporarily with crusher run or granular material or placing a temporary asphalt topping.

13. **Item 19 – Cast in Place Concrete**

- A. **Structural Concrete:** The unit price Bid for **STRUCTURAL CONCRETE** shall include all costs associated with placing concrete as directed by the City Engineer including excavation, dewatering, formwork, placing of concrete and all associated labor, tools and materials.
- B. **Concrete Thrust Collars:** The unit price Bid for **CONCRETE THRUST COLLARS** shall include all associated costs including high early strength concrete, reinforcing, forming and weld on collar or split retainer gland as directed by the City Engineer. Measurement for payment shall be made at the unit price in the Bid for the quantity of installed concrete for the appropriate size pipe.
- C. The cost of services of the consulting soil and foundation shall be included in the unit price Bid for concrete piers.

14. **Item 21 - Emergency Services**

- A. The following labor and equipment are included in the Bid for when the City needs manpower or additional equipment to assist in making emergency repairs other than those specified above as unit price items. Hourly rate items below shall **NOT** apply when work is performed under non-emergency conditions. The Notice to Proceed for each project will indicate emergency or non-emergency project status. Once an emergency is declared contained by the City Engineer, the project will go forward as non-emergency utilizing line items and a Notice to Proceed will be issued for the remainder of the work.
- B. The unit price Bid for the following items shall include all costs for providing the specified personnel on an hourly basis as required by the City Engineer. Payment may be made for partial workdays where applicable. All overhead and direct costs, including all mobilization costs, for providing the labor, equipment, tools, supplies associated shall be included. Separate payments for items not included shall be agreed to prior to providing such items. No payment will be made for additional services provided without proper written notification to the City Engineer that the services being requested are additional.
- C. During emergency conditions, Contractor representative shall be on site within two (2) hours of notification of emergency work and Contractor workforce shall be on site within four (4) hours of notification to commence emergency repair work. Any failure to respond to an emergency request will be grounds for non-assignment of future projects and a poor performance evaluation.

ATTACHMENT A
COST PROPOSAL FORM
REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION

Responder: Please complete the attached Cost Proposal Form and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 2020-0026 and Annual On-Call Water and Sewer Emergency Repair, Operational Repair, Maintenance and Construction" clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with the City of Stockbridge according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal:

Title of Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

COST PROPOSAL

Instructions: The successful Contractor is required to furnish all labor, travel, resources, materials, equipment and services required to satisfactorily complete the installation and set-up of all items as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Bid Pricing Form. Please do not make modifications to this form as any change may render Contractor's Bid nonresponsive. Please complete the form in its entirety. PLEASE INSERT THE TOTAL COST FOR EACH COST PROPOSAL ITEMS 1 THRU 132 BID SUMMARY:

Item No.	Item Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
8 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
1	Depth 0 – 6 Feet	LF	\$	\$
2	Depth 6.1 – 12 Feet	LF	\$	\$
3	Depth 12.1 – 18 Feet	LF	\$	\$
4	Depth Installed in 16 Inch Steel Casing	LF	\$	\$
8 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 1-4)				\$

Item No.	Item Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
8 INCH PVC SDR 26 GRAVITY SEWER				
5	Depth 0 – 6 Feet	LF	\$	\$
6	Depth 6.1 – 12 Feet	LF	\$	\$
7	Depth 12.1 – 18 Feet	LF	\$	\$
8	Depth Installed in 16 Inch Steel Casing	LF	\$	\$
8 INCH PVC SDR 26 GRAVITY SEWER (TOTAL ITEM NO. 5-8)				\$

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
10 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
9	Depth 0 – 6 Feet	LF	\$	\$
10	Depth 6.1 – 12 Feet	LF	\$	\$
11	Depth 12.1 – 18 Feet	LF	\$	\$
12	Depth Installed in 18 Inch Steel Casing	LF	\$	\$
10 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 9-12)				\$

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
10 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER				
13	Depth 0 – 6 Feet	LF	\$	\$
14	Depth 6.1 – 12 Feet	LF	\$	\$
15	Depth 12.1 – 18 Feet	LF	\$	\$
16	Depth Installed in 18 Inch Steel Casing	LF	\$	\$
10 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER (TOTAL ITEM NO. 13-16)				\$

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
12 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
17	Depth 0 – 6 Feet	LF	\$	\$
18	Depth 6.1 – 12 Feet	LF	\$	\$
19	Depth 12.1 – 18 Feet	LF	\$	\$
20	Depth Installed in 20 Inch Steel Casing	LF	\$	\$
12 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 17-20)				\$

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
12 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER				
18	Depth 0 – 6 Feet	LF	\$	\$
19	Depth 6.1 – 12 Feet	LF	\$	\$
20	Depth 12.1 – 18 Feet	LF	\$	\$
21	Depth Installed in 20 Inch Steel Casing	LF	\$	\$
12 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER (TOTAL ITEM NO. 18-21)				\$

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Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
HDPE PIPE SLIP LINING				
22	Diameter 8 Inches	LF	\$	\$
23	Diameter 10 Inches	LF	\$	\$
24	Diameter 12 Inches	LF	\$	\$
HDPE PIPE SLIPLINING (TOTAL ITEM NO. 22-24)				\$

Item No.	Item e Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
SERVICE LINE RECONNECTIONS				
25	By excavation of HDPE, pipe bursting or CIPP 0 – 10' depth	EA	\$	\$
26	By excavation of HDPE, pipe bursting or CIPP greater than 10' depth	EA	\$	\$
27	By internal reinstatement for CIPP	EA	\$	\$
SERVICE LINE RECONNECTIONS (TOTAL ITEM NO. 25-27)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER MANHOLE REHABILITATION – SPRAY ON CEMENTIOUS				
28	Depth Up to 5 Feet	VF	\$	\$
29	Depth 6.0 – 10 Feet	VF	\$	\$
30	Depth 11.0 – 15 Feet	VF	\$	\$
4 FOOT DIAMETER MANHOLE REHABILITATION – SPRAY ON CEMENTIOUS (TOTAL ITEM NO. 28-30)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER PRECAST MANHOLE				
31	Depth Up to 6 Feet	VF	\$	\$
32	Depth 6.1 – 12 Feet	VF	\$	\$
33	Depth 12.1 – 18 Feet	VF	\$	\$
4 FOOT DIAMETER PRECAST MANHOLE (TOTAL ITEM NO. 31-33)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER PRECAST DOGHOUSE MANHOLE				
34	Depth Up to 5 Feet	VF	\$	\$
35	Depth 5.1 – 10 Feet	VF	\$	\$
36	Depth 10.1 – 15 Feet	VF	\$	\$
37	Depth 15.1 – 20 Feet	VF	\$	\$
4 FOOT DIAMETER PRECAST DOGHOUSE MANHOLE (TOTAL ITEM NO. 34-37)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE ASSESSORIES				
38	Safety Platform	EA	\$	\$
39	Standard Ring and Cover	EA	\$	\$
40	Standard Ring and Cover – Traffic Rated	EA	\$	\$
41	Bolt down Watertight Ring and Cover	EA	\$	\$
42	Hinged (Pamrex or Equivalent) Ductile Iron Ring and Cover	EA		
MANHOLE ASSESSORIES (TOTAL ITEM NO. 38 - 42)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE MODIFICATIONS				
43	Adjust Existing Manhole Cover to Grade (In Pavement)	EA	\$	\$
44	Adjust Existing Manhole Cover to Grade (Out of Pavement)	EA	\$	\$
45	Adjust Existing Precast Manhole	EA	\$	\$
46	Adjust Existing Brick Manhole	EA	\$	\$
47	Hinged (Pamrex or Equivalent) Ductile Iron Ring and Cover	EA		
MANHOLE MODIFICATIONS (TOTAL ITEM NO. 43 - 47)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE CONNECTIONS				
48	8" Inside Drop Connection	EA	\$	\$
49	8" Outside Drop Connection	EA	\$	\$
50	8" Core and Boot	EA	\$	\$
51	10" Core and Boot	EA	\$	\$
MANHOLE CONNECTIONS (TOTAL ITEM NO. 48 - 51)				\$

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE CONNECTIONS				
52	Gravel Driveway Replacement	Per SY	\$	\$
53	Asphalt Driveway Replacement	Per SY	\$	\$
54	Concrete Driveway Replacement Residential	Per SY	\$	\$
55	Concrete Driveway Replacement Commercial	Per SY	\$	\$
56	Concrete Sidewalk	Per SY	\$	\$
57	Concrete Curb and Gutter	Per LF	\$	\$
58	Asphalt Pavement Removal and Replacement	Per SY	\$	\$
MANHOLE CONNECTIONS (TOTAL ITEM NO. 52 - 58)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CAST IN PLACE CONCRETE				
59	Concrete Piers	Per VF	\$	\$
CAST IN PLACE CONCRETE (TOTAL ITEM NO. 59)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
EMERGENCY SERVICES				
60	Sewer Superintendent with pickup truck	Per HR	\$	\$
61	Sewer crew truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw and miscellaneous hand tools, including Sewer Foreman and three (3) laborers	Per HR	\$	\$
62	Rubber tire front end loader with trailer and operator	Per HR	\$	\$
63	Rubber tire backhoe with trailer and operator	Per HR	\$	\$
64	Excavator with trailer and Operator	Per HR	\$	\$
65	Trench compactor with Operator	Per HR	\$	\$
66	Mobile air compressor with hoses and air tools (jackhammer, etc.)	Per HR	\$	\$
EMERGENCY SERVICES (TOTAL ITEM NO. 60 - 66)				\$

COST PROPOSAL WATER SERVICES

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICES				
67	6 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
68	8 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
69	10 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
68	12 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
69	16 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
70	Fittings	Per LB	\$	\$
(TOTAL ITEM NO. 67 - 70)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
FIRE HYDRANTS				
71	Fire Hydrant Assembly	EA	\$	\$
72	Hydrant Extension	Per LF	\$	\$
73	Salvage Existing Hydrant and Return to City	EA	\$	\$
(TOTAL ITEM NO. 71- 73)				\$

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
VALVES				
74	6" Gate Valve	EA	\$	\$
75	8" Gate Valve	EA	\$	\$
76	10" Gate Valve	EA	\$	\$
77	12" Gate Valve	EA	\$	\$
78	16" Gate Valve	EA	\$	\$
79	Valve Adjustments in Pavement (0 – 5')	EA	\$	\$
80	Valve Adjustments in Pavement (5' or Greater)	EA	\$	\$
81	Valve Adjustments Out of Pavement (5' or Greater)	EA	\$	\$
VALVES (TOTAL ITEM NO. 74 – 81)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – TAPPING SLEEVE AND VALVE				
82	8 X 8 Tapping Sleeve and Valve	EA	\$	\$
83	10 X 8 Tapping Sleeve and Valve	EA	\$	\$
84	10 X 10 Tapping Sleeve and Valve	EA	\$	\$
85	12 X 10 Tapping Sleeve and Valve	EA	\$	\$
86	12 X 12 Tapping Sleeve and Valve	EA	\$	\$
CONNECTIONS TO EXISTING WATER LINES – TAPPING SLEEVE AND VALVE (TOTAL ITEM NO. 82 - 86)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – CUT IN CONNECTIONS				
87	Cut in Connection on 6” Line	EA	\$	\$
88	Cut in Connection Valve on 8” Line	EA	\$	\$
89	Cut in Connection on 10” Line	EA	\$	\$
90	Cut in Connection on 12” Line	EA	\$	\$
91	Cut in Connection on 16” Line	EA	\$	\$
CONNECTIONS TO EXISTING WATER LINES – CUT IN CONNECTIONS (TOTAL ITEM NO. 87 - 91)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – STRAIGHT CONNECTIONS				
92	Straight Connection on 6” Line	EA	\$	\$
93	Straight Connection on 8” Line	EA	\$	\$
94	Straight Connection on 10” Line	EA	\$	\$
95	Straight Connection on 12” Line	EA	\$	\$
96	Straight Connection on 16” Line	EA	\$	\$
CONNECTIONS TO EXISTING WATER LINES – STRAIGHT CONNECTIONS (TOTAL ITEM NO. 92 - 96)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
ABANDON EXISTING WATER MAIN				
97	Cut and Plug Deadman Restraint 1 ½ to 6” Line	EA	\$	\$
98	Cut and Plug Deadman Restraint 8 to 12” Line	EA	\$	\$
ABANDON EXISTING WATER MAIN (TOTAL ITEM NO. 97 - 98)				\$

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICE CONNECTIONS				
99	New ¾" Service Line	LF	\$	\$
100	New 1" Service Line	LF	\$	\$
101	New 1 1/2" Service Line	LF	\$	\$
102	New 2" Service Line	LF	\$	\$
WATER SERVICE CONNECTIONS (TOTAL ITEM NO. 99 - 102)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICE CONNECTIONS				
103	Changeover Setup	EA	\$	\$
104	Replace Existing ¾" Service Line	LF	\$	\$
105	Replace Existing 1" Service Line	LF	\$	\$
106	Replace Existing 1 1/2" Service Line	LF	\$	\$
107	Replace Existing 2" Service Line	LF	\$	\$
108	Water Meter Relocation	EA	\$	\$
WATER SERVICE CONNECTIONS (TOTAL ITEM NO. 103 - 108)				\$

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4- OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE				
109	0.0 – 8 Feet Deep	VF	\$	\$
110	Greater Than 8 Feet Deep	VF	\$	\$
4- OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE (TOTAL ITEMS 109 – 110)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
STORM DRAINPIPE				
111	12” RCP	LF	\$	\$
112	12” CMP	LF	\$	\$
113	18” RCP	LF	\$	\$
114	18” CMP	LF	\$	\$
115	24” RCP	LF	\$	\$
116	24” CMP	LF	\$	\$
117	36” RCP	LF	\$	\$
118	36” CMP	LF	\$	\$
STORM DRAINPIPE (TOTAL ITEMS 111 – 118)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
DRIVEWAY AND ROAD REPAIR AND REPLACEMENT				
119	Gravel Driveway Replacement	SY	\$	\$
120	Asphalt Driveway Replacement	SY	\$	\$
121	Concrete Driveway Replacement Residential	SY	\$	\$
122	Concrete Driveway Replacement Commercial	SY	\$	\$
123	Concrete Sidewalk	SY	\$	\$
124	Concrete Curb and Gutter	LF	\$	\$
125	Asphalt Pavement Removal and Replacement	SY	\$	\$
DRIVEWAY AND ROAD REPAIR AND REPLACEMENT (TOTAL ITEMS 119 – 125)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CAST IN PLACE CONCRETE				
126	Gravel Driveway Replacement	SY	\$	\$
127	Asphalt Driveway Replacement	SY	\$	\$
128	Concrete Driveway Replacement Residential	SY	\$	\$
CAST IN PLACE CONCRETE (TOTAL ITEMS 126 – 128)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
EMERGENCY SERVICES				
126	Water Superintendent with pickup truck	HR	\$	\$
127	Water crew truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw and miscellaneous hand tools, including Sewer Foreman and three (3) laborers	HR	\$	\$
128	Rubber tire front end loader with trailer and operator	HR	\$	\$
129	Rubber tire backhoe with trailer and operator	HR	\$	\$
130	Trench compactor with Operator	HR	\$	\$
131	Mobile air compressor with hoses and air tools (jackhammer, etc.)	HR	\$	\$
EMERGENCY SERVICES (TOTAL ITEMS 126 – 131)				\$
OVERALL TOTAL AMOUNT (TOTAL ITEMS 1-132)				

ITEM 132 – CONTRACTOR MOBILIZATION
For Each Project Less Than \$25,000 \$500.00/EA

For Each Project \$25,000 to \$75,000 \$1,000.00/EA

For Each Project Greater Than \$75,000 \$1,500.00/EA

Please complete the form in its entirety. PLEASE INSERT THE TOTAL COST FOR EACH COST PROPOSAL ITEMS 1 THRU 132 BID SUMMARY:

OVERALL ESTIMATED TOTAL (ITEMS NUMBER 1 THRU 132) \$ _____

Total points awarded for price will be determined by applying the following formula:
(Lowest Overall Annual Contract Cost /Proposer's Price) x 35 = Price Score
Please note that prices may be negotiated in the best interest of the City after the scoring is completed

SIGNATURES If sole owner, sign here: I sign as sole owner of the business named above.

_____ Date _____

If partnership or corporation: One or more partners or corporate officers sign here:

The undersigned certify that they sign this proposal with full and proper authority to do so.

By: _____ Title _____

By: _____ Title _____

Date: _____

END OF PROPOSAL FORM

3.4 REJECTION AND WITHDRAWAL OF PROPOSALS

- a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight-hour period.
- B. The City will make a recommendation of the proposal to the City Council within 60 days from date of the opening.
- c. The City may reject all or part of the proposal within 60 days of proposal opening.

3.5 PROPOSAL AND CONTRACT DOCUMENTS

- a. A proposal executed by an attorney or agent on behalf of the Bidder shall be accompanied By an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder Corporation:

If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized Agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term - The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the proposals/bid submitted by the successful Contractor.

3.6 ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

3.7 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Stockbridge, or any work performed in connection therewith is the responsibility of the vendor(s).

3.8 CODES, PERMITS, FEED, LICENSES AND LAW

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are complying. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal must be signed by the contractor and will become part of the contract.

3.9 SAFETY

All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and CITY Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

3.10 DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the industry Acceptable standards of engineering practices and/or professional services.

3.11 STATEMENT OF WARRANTY

A Statement of Warranty should include all applicable manufacturers' warranty and the Contractor's warranty regarding equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

3.12 NONDISCRIMINATION

Notwithstanding any other provision of this Agreement, during the performance of this Agreement, Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

3.13 DRUG FREE WORKPLACE CERTIFICATION

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drugfree Workplace Act", have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Contractor's employees during performance of the contract; and
- b. 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 Paragraph (7) of Sub-section (b) of Code Section 50-24-3".

- c. The Contractor further certifies that he 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.
- d. Contractor may be suspended, terminated, or debarred if it is determined that:
 - (1) The Contractor has made false certification hereinabove; or
 - (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 5 0-24-3.

3.14 GEORGIA SECURITY AND IMMIGRATION ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City of Stockbridge and the successful Contractor.

3.15 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM

Since a contract has been deemed a "public benefit," the contractor or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SA VE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The contractor must execute a SA VE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the contractor is not a U.S. citizen, then the local government must run that contractor through the SAVE system. Only non-U.S. citizens can be processed through the SA VE program.

3.16 DELIVERY AND F.O.B. DESTINATION

- A. All prices shall include shipping and delivery cost to our destination, F.O.B., Stockbridge, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The City will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The City desires delivery of the product(s) or service(s) as specified at the earliest

possible Time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

3.17 LOCAL VENDOR PREFERENCE (NOT APPLICABLE)

In the event that a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one (1) or more responsive, responsible local businesses is within five percent (5%) of the price submitted by the non-local business (and the other terms and conditions of the two bids are substantially the same), then that local business shall have the opportunity to submit, within five (5) working days of the notice of intent to award, a final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The contract shall then be awarded to the responsive, responsible business submitting the lowest best and final bid. (See Section 3.30.100 - Competitive sealed bids)

3.18 CITY DIRECTION OF PROJECT SITE AND MONITORING OF WORK

- a. The Contractor may have a Project Coordinator, but the project site shall remain under the control of the City of Stockbridge. The Contractor shall provide and make available an appointee to the City for project coordination and supervision of Proposer installation personnel. Coordination consist of meeting with the City of Stockbridge representatives to review the project; on site walk throughout of installation area(s) before the installation begins; review installation procedures; review installation progress and to handle any problems during installation until project completion.
- b. The successful Proposer will promptly correct all work rejected by the City as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether fabricated, installed, or completed. The successful Proposer will bear all costs of correcting such rejected work.
- c. The Contractor shall insure all trash generated by work performed shall be removed from the site and properly disposed as each work operation are completed in a given area. Additionally, the Contractor shall ensure all disturbances to the area where the Contractor performed work are restored to the same condition prior to start of the project. If an inspection reveals that the Contractor fails to clean up after work has been performed. The City will notify the Contractor of the discrepancy and the Contractor will have twenty-four (24) hours to make the correction. Should the Contractor still fail to clean the area, the City reserves the right to make other arrangements to have the area cleaned and the City shall deduct the cost from the Contractor's invoice.
- d. No one except authorized employees of the Contractor is allowed on the premises of the City facilities. Contractor employees are not to be accompanied in their work area by

acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.

- e. All information disclosed by the City to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor while performing such work is to be kept strictly confidential.

3.19 AUTHORITY TO SIGN

- a. If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- a. The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

3.20 PROPOSAL SECURITY AND PERFORMANCE BONDS

- a. **Bid Bond** - the General Contractor Company awarded the contract for the project must provide a Proposal Bond in the amount not less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.
- b. **Payment Bond** - the General Contractor Company awarded the contract for the project must provide a Payment Bond in the amount equal to one hundred percent (100%) of the General Contractor Price prior to the execution of the Contract.
- c. **Performance Bond** - General Contractor Company awarded the contract for the project must provide a Performance Bond in the amount equal to one hundred percent (100%) of the General Contractor Price prior to the execution of the Contract.

3.21 RFP SUBMITTALS

See all specifications, **Evaluation Criteria and Exhibits** for the RFP, Submittal Checklist and requirements. The checklist will assist you to ensure that all submittals are included in your proposal. Ensuring that submittals are complete is solely the responsibility of the proposer/bidder. Failure to submit all submittals may deem your proposal non-responsive.

3.22 PRESENTATIONS / DEMONSTRATIONS / INTERVIEWS (WHEN APPLICABLE)

The City reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the City reserves the right to negotiate with the second highest ranked Contractor. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.

The EC may provide a list of subject matter for the discussion. The individuals / firms will have equal time to present but the question-and-answer time may vary. Proposers / Providers may be requested to demonstrate the nature of their offered solution to the EC. After receipt of submittals, all firms will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD or a combination of both) should be given to the Purchasing Agent at the meeting to retain in the Purchasing files.

3.23 CITY'S TAX EXEMPTION

The City of Stockbridge is exempt from Federal Excise Tax or Georgia Sales Tax regarding goods and services purchased directly by the City of Stockbridge. Exemption certificates furnished upon request.

3.24 AWARD OF CONTRACT

- a. The City of Stockbridge desires to complete the award process in a timely manner. The City of Stockbridge reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the City with price and other factors considered. The City of Stockbridge may elect to waive any technicalities. The proposal will be awarded to the lowest responsive, responsible or highest scored proposer(s), based upon the qualification requirements herein. The proposal specifications and results will be available on the City's web site: <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry.
- b. City of Stockbridge reserves the right to reject any proposal if the evidence submitted by or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on their proposal, an award may be made to the next low responsive and responsible proposer or highest scored proposer(s).
- c. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents.

Responsibility - The determination of the proposer's responsibility will be made by the City based on whether the proposer meets the following minimum standard requirements:

- Relevant knowledge, experience and qualifications of firm and team members.
- Proposed methodology and work plan to be used in the process.
- Understanding of the project and overall completeness of submission.
- Experience on similar projects/References
- The ability, capacity and skill of the Bidder to perform and/or provide the Work required.
- The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award;
- Has adequate financial means to meet obligations incidental to the work; and
- Such other factors as the City deem to be pertinent to either the bid or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the City based on a consideration of whether the proposer has submitted complete proposal Documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

- d. The City is subject to making records available for disclosure after the City of Stockbridge approval of the recommendation. The award shall be made by the City Council of Stockbridge unless the lowest, qualified bid is less than the City Councils' approval limit. No claim shall be made by the selected Contractor for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated or the proposal project.

3.25 NEGOTIATION AND AWARD

It is the City's intent to conduct the first negotiation meeting no later than thirty (30) days after City Council approval of the final ranking by the Committee. At least one (1) of the representatives for the firm participating in negotiations with the City must be authorized to bind the firm. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the firm) an impasse will be declared and negotiations with the first-ranked firm will cease. Negotiations will begin with the next ranked firm. This process shall continue until the City successfully negotiates a Contract.

3.26 CONTROLLING LAW, VENUE

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Stockbridge, Georgia. This Agreement shall be governed by the applicable laws of the City of Stockbridge and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the City of Henry Judicial Courts.

- 3.27** As an employee or agent of City. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

3.28 ASSIGNMENT

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of the City of Stockbridge.

3.29 PERFORMANCE OF CONTRACT

- a. City reserves the right to enforce the Contractor's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Contractor accepts the relationship of trust and confidence established by the award Of this proposal solicitation. The Contractor covenants with the City to utilize the Contractor's best skill, efforts and judgment in furthering the interest of the City; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

3.30 DEFAULT AND TERMINATION

a. Termination by Contractor

The agreement resulting from this proposal shall be subject to termination by Contractor In the event of any one or more of the following events:

The default by City in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of City to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Contractor to remedy the same.

b. Termination by City

The agreement resulting from this proposal shall be subject to termination by the City at any time in the opinion of the City; the contractor fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Contractor to remedy, or undertake to remedy with sufficient forces and to the City's reasonable satisfaction, the City shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Contractor fails to remedy such conditions within thirty (30) days to the satisfaction of the City, the City may exercise their option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the City.
- (2) Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Contractors' failure to conduct services according to the approved proposal specifications.
- (4) Contractors' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Contractor's performance of the contract is unmeasurably delayed.
- (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the City

reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.

- (7) The Contractor agrees by its proposal submission that the City's decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such ability with all reasonable dispatch.

d. Waiver

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

3.31 INVOICES

Invoices and/or statements should not be faxed but originals must be mailed directly to:

**City of Stockbridge, City Hall
Finance Department Accounts Payable
4640 N. Henry Boulevard
Stockbridge, GA 30281**

3.32 PAYMENT

Payment shall be tendered to the successful Proposer upon acceptance and approval by The City for satisfactory compliance with the general terms, conditions and specifications of the proposal, by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted, and receipt of a valid invoice.

3.33 BID BOND AND INSURANCE RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Form G of this RFP. Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance (“COI”) with policy limits equal to or greater than the limits outlined in **EXHIBIT I, II AND III– DETAILED SCOPE OF SERVICES**.

Proof of insurance must be provided to the City prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.

3.34 PUBLIC RECORDS DISCLOSURE:

All solicitations submitted to the City are subject to public disclosure pursuant to Georgia’s Open Records Act.

3.35 PAYMENT

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of the Contract. Invoices will be subject to verifications and approval by the Requesting Department. Payment will be based on receipt of individually completed check lists and upon inspection by the City’s Authorized Representative of the work / services performed.

3.36 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

3.37 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City.

3.38 PRICE VALIDITY

Prices provided in this Request For Proposal (RFP) are valid for 120 days from the time of the RFP opening. The City shall award contract within this period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have

been awarded. Successful proposer awarded shall ensure that proper and sufficient staff, equipment, organization, etc. will be provided for this contract to meet the specifications denoted herein at a paramount level.

BID FORM SIGNATURE(S)

The Corporate Seal of

_____ (Bidder - print the full name of your firm)
was hereunto affixed in the presence of:

(Authorized signing officer, Title)

(Seal)

(Authorized signing officer, Title)

IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

INSURANCE AND RISK MANAGEMENT PROVISIONS

RFP No. 2020-0026 **ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION** – A copy of the Contractor’s current evidence of insurance via a certificate of insurance **MUST** be provided with the response to this RFP. A formal certificate shall be provided upon announcement that the selected Architect/Engineering firm has been awarded the work

It is The City of Stockbridge Government’s practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by The City of Stockbridge Government. Respondents shall submit with the Bid evidence of insurability satisfactory to The City of Stockbridge Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to The City of Stockbridge Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of The City of Stockbridge Government.

Accordingly, the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER’S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer’s Liability Insurance	By Accident	Each Accident	\$1,000,000
Employer’s Liability Insurance	By Disease	Policy Limit	\$1,000,000

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Employer's Liability Insurance	By Disease	Each Employee	\$1,000,000
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2. COMMERCIAL GENERAL LIABILITY INSURANCE

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
(Other than Products/Completed Operations)	Aggregate	\$3,000,000

Products\Completed Operation	Aggregate	\$1,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damages to Premises Rented to You	Limits	\$ 300,000
Medical Payments for Participants	Limits	\$25,000

*CGL - No Exclusion for Abuse, Molestation, Harassment, Sexual Abuse/Conduct Allegations**

BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits	Each Occurrence	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		

3. UMBRELLA LIABILITY

(In excess of the above noted coverages)	Each Occurrence	\$1,000,000
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Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to The City of Stockbridge Government. Policies and Certificates of Insurance are to list The City of Stockbridge Government as an Additional Insured (except for Workers' Compensation and Professional Liability) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed operations, using ISO form CG 2010 (11/85 version) or equivalent.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

If the City of Stockbridge Government shall so request, the Respondent, Contractor must furnish the City for its inspection and approval such policies of insurance with all endorsements or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the “Certificate Holder” as follows:

City of Stockbridge Government
Procurement Division
4640 N. Henry Boulevard
Stockbridge, Georgia 30281

Certificates **must** list Project Name (where applicable). **Important:**

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of The City of Stockbridge Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect The City of Stockbridge Government’s property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall always erect and properly maintain as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, The City of Stockbridge Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent of the Law, Contractor hereby agrees to release, indemnify, defend and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages,

liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor, its directors, officers, employees, Sub-Contractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor further agrees to protect, defend, indemnify and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CONTRACTOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

EXHIBIT VI
REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2020-0026

SOLICITATION TITLE: **ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION**

PROPOSING FIRM (List name exactly as provided in proposal):

Date of Verification:

Reference Organization:

Project Verified (Include the Project Name / Title and a brief description of the Project):

Person Contacted:

Title of Contact:

Telephone Number including extension:

Email Address:

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance?
2. Did the firm adhere to the scope of work and bid requirement?
3. did the firm provide deliverables as agreed upon?
4. Would you engage this firm again?

Additional comments provided by Proposer's contact:

Signature Date

EXHIBIT VI
REQUIRED CERTIFICATIONS/ATTACHMENTS
REQUEST FOR PROPOSALS. 2020-0026
Checklist

To be deemed responsive to this solicitation, Proposers must provide the information requested and, where applicable, complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Bid Forms. As appropriate, Proposers shall reproduce each Bid Form and complete the appropriate portions of the forms provided in this section.

Proposer Requirements	Proposer Completed
1. One (1) hard copy of Proposal marked 'Original', and five (5) copies on CD/Thumb Drive	☐
2. Technical Proposal	☐
3. Acknowledgement of each Addendum	☐
4. Financial and Litigation Requirements	☐
5. Reference Verification Form	☐
6. Required Certifications and Attachments ☐ Form 1: Non-Collusion Bidding Certificate ☐ Form 2: Non-Collusion Affidavit of Sub-Contractor. ☐ Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions. ☐ Form 4: Ineligibility Certificate. ☐ Form 5: Certification of a Drug-Free Workplace. ☐ Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification. ☐ Form 7: Affidavit Verifying Status for City Public Benefit Application ☐ Form 8: Certification Regarding Lobbying. ☐ Form 9: Bid Submittal Letter. ☐ Form 10: Georgia Security and Immigration Contractor Affidavit/Agreement. ☐ Form 11: Georgia Security and Immigration Sub-Contractor Affidavit. ☐ Form 12: Certificate of Acceptance of a Solicitation Requirements ☐ Attachment 1: Addendum Acknowledgement Form	☐

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as principal in the within bond; that _____, who Signed the said bond of said corporation: that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.

SECRETARY

(CORPORATE SEAL)

SURETY

(SEAL)

BY _____

FORM 1

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____ City of _____, being first
duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or
agent) of _____, the sub-contractor that has submitted the attached
solicitation;

(2) He is fully informed respecting the preparation and contents of the attached solicitation and of all
pertinent circumstances respecting such solicitation.

(3) Such solicitation is genuine and is not a collusive or sham solicitation.

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived
or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham
solicitation in connection with the Contract for which the attached solicitation has been submitted or
refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly,
sought by agreement or collusion or communication or conference with any other Vendor, firm or
person to fix the price or prices in the attached solicitation or of any other Vendor, or to fix any
overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or
to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against
City of Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached solicitation are fair and proper and are not tainted by any
collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its
agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date) _____

FORM 3

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS**

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The Proposer, _____, certifies to the best of its knowledge and that it and its principals: _____ belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
2. Have not within a three-year period preceding this Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Bid.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 U.S.C. Sections 3801 Et Seq., are applicable thereto.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

Witness

FORM 4

INELIGIBILITY CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of

_____, and it is also whose address is

_____, certifies that the

Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and it is also whose address is _____, certifies that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied in full; and
2. A drug-free workplace will be provided for the consultant's employees during the performance of the Contract; and
3. Each Sub-Contractor hired by the consultant shall be required to ensure that the Sub-Contractor's employees are provided a drug-free workplace. The Consultant shall secure from that Sub-Contractor the following written certification: "As part of the Sub-Contracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the Sub-Contractor'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 the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 6

**CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST
CONTINGENT FEES CERTIFICATION**

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and, it is
also, whose address is _____, certifies that to the best
of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing
services for City of Stockbridge.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia Business License or Occupational Tax Certificate, Alcohol License, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Stockbridge license/permit and/or contract for:

Name of Applicant

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Code Section 16-10-20.

Signature of Applicant: _____

Date: _____

Printed Name: _____

*Alien Registration number for non-citizens:

****PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT.**

Subscribed and Sworn Before Me on this the ____ Day of _____, 2018.

Notary Public: _____

My Commission Expires: _____

*Note: O.C.G.A. Section 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

FORM 8 CERTIFICATION REGARDING LOBBYING

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Local, State or Federal agency, in connection with the awarding of any contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.
2. The undersigned shall require that the language of this certification be included in the award documentations for sub-awards at all tiers (including Sub-Contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such expenditure or failure.]

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: _____

Name and Title of Contractor Authorized Agent: _____

Date: _____ Telephone No: _____

Firm or Company Name: _____

Address: _____

FORM 9

BID SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned, _____, hereby submits its Bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Bid submitted by the undersigned shall be binding upon the undersigned and that if City of Stockbridge, Georgia, awards the Contract to the undersigned, the Bid made by the undersigned and delivered to City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the bid including, but not limited to, the bid Scope of Work, Solicitation instructions and Conditions, the Contract Provisions and the Contractor's Cost Bid, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this _____ day of _____, 2018

By

Title

Sworn to and subscribed before me the _____ day of _____, 2018.
Notary Public

My Commission Expires:

Date

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 10: GEORGIA SECURITY AND IMMIGRATION 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 engaged in the physical performance of services¹ under a contract with **[insert name of prime contractor]** on behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,² 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 Sub-Contractor(s) in connection with the physical performance of services to this contract with **The City of Stockbridge Government**, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to **The City of Stockbridge Government** at the time the Sub-Contractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

1O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual. * [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].

STATE OF GEORGIA
CITY OF STOCKBRIDGE

FORM 11

GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-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 services³ under a contract with **[insert name of prime contractor]** _____ behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,⁴ 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 of Agent
(Insert Sub-Contractor Name)

Title of Authorized Officer or Agent of Sub-Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

3O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual. 4*[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].

FORM 12

CERTIFICATE OF ACCEPTANCE OF A SOLICITATION REQUIREMENTS

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages #_____ to # _____ inclusive, including any addenda # _____ to # _____ exhibit(s) #_____ to #_____ , attachment(s) #_____ to #_____ , and/or appendices #_____ to #_____, in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto. This is also to certify that the offeror has reviewed the form Stockbridge City contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Stockbridge City's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: _____

Signature: _____

Name: _____

Title: Date: _____

(Affix Corporate Seal)

ATTACHMENT 1

ADDENDUM ACKNOWLEDGMENT FORM

NOTE: IF ADDENDUMS HAVE BEEN ISSUED, RESPONDENTS SHALL COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR PROPOSAL. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.

ADDENDA ACKNOWLEDGMENT: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ **Date:** _____

**ATTACHMENT 2
REQUEST FOR PROPOSALS. NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY OPERATIONAL
REPAIR MAINTENANCE AND CONSTRUCTION SERVICES
FOR THE CITY OF STOCKBRIDGE
GEORGIA PROFESSIONAL LICENSE CERTIFICATION**

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: _____

Performing work as: Prime Contractor ____ Sub-Contractor ____

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct, and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

**SEALED RFP LABEL
PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE**

SEALED RFP ENCLOSED

DELIVER TO:

City of Stockbridge Purchasing Division
Attn: Purchasing Manager
4640 North Henry Boulevard
Stockbridge, Georgia 30281

REQUEST FOR PROPOSALS. 2020-0026

DATE: January 21, 2021

RFP MUST BE RECEIVED BEFORE 3:00 PM

DESCRIPTION:

**ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION**

**All bids must be Mailed Only to the City at the address listed in the bid.
Proposer should obtain tracking receipt and provide proof of the receipt
via email within 3 days after bid opening date.**



Where Community Connects

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Dear Vendor:

I thank you for your interest in doing business with the City of Stockbridge. We look forward to a very successful procurement process. Please take notice of the response submittal requirements and the required certification checklist outlined in this solicitation. Please be sure to read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions may result in dismissal of your submittal. Any changes(s) to this solicitation will be conveyed through the written addenda process. In addition, notification of addenda are posted on the City's website, which is located at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. Please read carefully and follow all instructions provided in the addendum, as well as the instructions provided in the original solicitation. It is solely the vendor's responsibility to routinely check the City's website at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp for any changing information prior to their reply.

One of the objectives of the Procurement Division is to provide quality and efficient service. If you have any questions, please visit our website or contact the agent of concern. The staff of the City of Stockbridge strives to provide excellent service "while purchasing best for less with the highest level of transparency, efficiency and integrity".

Again, thank you in advance for your continued interest in doing business with the City of Stockbridge.

Sincerely,

A handwritten signature in blue ink that reads "Lindell Y. Miller".

Lindell Y. Miller, C.P.P.O., M.B.A





**REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION**





Where Community Connects

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Dear Vendor:

I thank you for your interest in doing business with the City of Stockbridge. We look forward to a very successful procurement process. Please take notice of the response submittal requirements and the required certification checklist outlined in this solicitation. Please be sure to read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions may result in dismissal of your submittal. Any changes(s) to this solicitation will be conveyed through the written addenda process. In addition, notification of addenda are posted on the City's website, which is located at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. Please read carefully and follow all instructions provided in the addendum, as well as the instructions provided in the original solicitation. It is solely the vendor's responsibility to routinely check the City's website at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp for any changing information prior to their reply.

One of the objectives of the Procurement Division is to provide quality and efficient service. If you have any questions, please visit our website or contact the agent of concern. The staff of the City of Stockbridge strives to provide excellent service "while purchasing best for less with the highest level of transparency, efficiency and integrity".

Again, thank you in advance for your continued interest in doing business with the City of Stockbridge.

Sincerely,

A handwritten signature in blue ink that reads "Lindell Y. Miller".

Lindell Y. Miller, C.P.P.O., M.B.A



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REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION
Wednesday, November 11, 2020

INTRODUCTION

PURPOSE

The City of Stockbridge, GA is seeking the services of a qualified Utility Contractor to provide routine utility construction/repair/maintenance services on an as-needed basis. The scope of services will consist of tasks assigned as individual tasks during the contract period. The type of work may include, but is not limited to, repair and/or replacement of the following: wastewater collection system and related infrastructure, water distribution system and related infrastructure and storm water system and related infrastructure and any other repair activities to be determined by the City. The Contractor shall be compensated based on proposals provided for individual tasks and the unit prices included in the Request for Proposal (RFP). This document is intended as a benchmark of the City's minimum standards for utility construction/repair/maintenance services. However, the City respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.

The City may assign specific tasks to a Contractor or to a different Contractor based on availability, turnaround time for completion of tasks, experience and other factors relevant to the task. For some tasks, the City may request a letter proposal from available Contractors that identify approach and costs associated with the task as the basis for the City's decision on assignment of the task. The City does not guarantee either a minimum volume of work or a specific volume of work under this RFP. Work Items shall be bid in unit price for labor and equipment.

Proposals provided in response to this RFP that comply with the submittal requirements set forth in the specifications, evaluation criteria and scope of work, Exhibits, including all forms and certifications, will be evaluated in accordance with the criteria and procedures described in the Evaluation Criteria. Based on the results of the evaluation, the City will award the Annual On-Call Water and Sewer Emergency Operational Repair Maintenance and Construction Services for the City of Stockbridge to the most advantageous Proposer based on the evaluation factors and the cost set forth in the RFP.

CONTRACTOR QUALIFICATIONS

The Contractor bidding on this project should have at least three (3) years of experience providing utility construction/repair/maintenance services, preferably for a City comparable to Stockbridge in size.

QUALITY CONTROL

Work covered will be performed by a single firm experienced in utility construction/repair/maintenance of a similar nature and scope. Subject to approval of the City, the Contractor may subcontract any work to be performed under this contract. However, the election to subcontract work will not relieve the Contractor from responsibility or liability which it has assumed under this contract and the Contractor will remain liable to the same extent that its liability would attach, as if the work had been performed by the Contractor's own employees. Furthermore, the contract shall not be assigned without written consent of the City.

By submitting the bid, the Contractor certifies as to meeting the following requirements:

1. Has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the work being bid and the type of work completed is similar to that being bid.
2. Maintains a permanent place of business, with a minimum of five (5) years in business.
3. Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the work properly and expeditiously.
4. Will provide a sworn financial statement upon request, which evidences the bidder, has adequate financial resources to complete the work being bid, as well as all other work the bidder is presently under contract to complete.
5. Has a documented safety program with a history of satisfactory past performance.
6. The Contractor for work under this section will have a State of Georgia Utility Contractor's license.
7. Has a record of satisfactorily completing past projects. Criteria which will be considered in determining satisfactory completion of projects by the Contractor will include:
 - a. Completed past contracts in accordance with the contract documents.
 - b. Diligently pursued execution of the work and completed past contracts according to establish schedules.

QUALITY OF WORK

The standards of performance, which the Contractor is obligated to perform hereunder, are those standards which are considered to be good utility construction/repair/maintenance practices, and which are subject to approval by the City. The Contractor shall perform quality control inspections to ensure the utility construction/maintenance program achieves the highest level of productivity attainable.

The City at its discretion may conduct periodic audits to ensure the quality of work is in compliance with the City's utility construction/maintenance expectations.

CONTRACTOR REQUIREMENTS

- Provide all labor, equipment and materials necessary to perform certain utility construction/repair/maintenance as directed by task order, Public Works Director and/or City Manager.
- Take responsibility for the performance of work as directed by the City.
- Provide all required resources for the safety of the public and their staff during the work.
- Identify and implement appropriate traffic control measures, best management practices for storm water quality and protection of utilities.
- Perform all work in a thorough, competent, professional and workmanlike manner.
- Provide a labor force that is properly licensed to operate assigned equipment used for the work they will perform, as determined by local, state and federal regulations.

INSPECTIONS

The Contractor shall furnish the City with every reasonable opportunity for its staff to ascertain that the services of the Contractor are being performed in accordance with the requirements and intentions of this RFP. All work done and all materials furnished, if any, shall be subject to the City's inspection and approval. The inspection of such work shall not relieve the Contractor of any of its obligations to fulfill its requirements.

SCHEDULE

For each project requested by the City, the Contractor will conduct an assessment of the project. After the assessment has been completed, the Contractor will provide a written estimate of the materials needed and the time required to complete the project and may only start work upon written authorization from the City Manager and or his designee. The Contractor shall respond to the call for services within forty-eight (48) hours of receiving the Notice to Proceed from the City. The Contractor will be required to provide services at multiple locations on any one day. Repair work should be completed within three (3) business days after the Notice to Proceed has been given by the City.

HOURS WHEN WORK IS TO BE PERFORMED

All work is to be performed Monday through Friday from 7:00 A.M. to 6:00 P.M. and Saturday 8:00 A.M. to 5:00 P.M. No work shall be done on Sunday without written permission from the City.

DELAYS IN SCHEDULE

Should the Contractor be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the City, or by any other Act of God, or by the inability to obtain materials and/or equipment, then the Contractor shall notify the City as soon as possible and provide a make-up schedule satisfactory to the City. The City at its sole option, may extend the deadline to complete the project as may be agreed upon by the City and

the Contractor. In the event that there is insufficient time to grant such extensions prior to the completion date of the project, the City may, at the time of acceptance of the work, waive liquidated damages which may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.

EXTRA WORK

The Contractor shall perform unforeseen work whenever it is deemed necessary or desirable in order to complete fully the intent of an authorized project. Extra work will be paid for as mutually agreed between the City's Engineer and the Contractor prior to commencement of such work. The final decision and approval regarding the payment of work will be made by the City's Engineer. The primary method of payment shall be made by the unit price method.

If the City's Engineer desires, he may request work to be taken on a "quote basis". Such method of payment for "Extra Work" will be a "not to exceed, quote" submitted to the City's Engineer by the Contractor and will represent full compensation to the Contractor for all labor, materials and equipment to complete such work, with the scope as defined by the City's Engineer.

INCLEMENT WEATHER

In the event the Contractor is unable to perform services due to adverse weather conditions, the Contractor shall immediately notify the City to substantiate the conditions which prevent the performance of services and the Contractor shall perform within three (3) days said services pursuant to the regular schedule provided that weather permit.

HOLIDAYS

The City shall be advised in advance of holidays to be observed by the Contractor and shall also be provided with a makeup schedule that is no more than one (1) week later. Once the makeup schedule is established, it shall not be changed without prior approval of the City Manager or his designee.

COMPLAINTS

Complaints regarding utility construction/maintenance, which the City considers justifiable and the responsibility of the Contractor, will be referred to the Contractor for immediate attention. Within twenty-four (24) hours, the Contractor shall submit to the City a report of the action taken to address or reconcile each complaint.

CALLBACKS

Whenever, in the opinion of the City, a project is determined to be inadequate or inconsistent with City standards and best management practices, the Contractor shall, within twenty-four (24) hours after notification, submit a written response detailing how the situation will be remedied and a timeline for accomplishing the task. The Contractor shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Contractor's work. Should the Contractor fail to make such correction in a reasonably timely manner, such correction shall be made by the City, and the cost thereof shall be charged to the Contractor. No additional payment will be made for callbacks as a result of inadequate repairs.

EMERGENCY SERVICES

When specifically authorized by Mayor and Council during periods of emergency, the City Manager may direct the Contractor to undertake construction-related activities to protect City facilities and community interests. Compensation to the Contractor for such "emergency work" shall be determined as provided in the Extra Work section of these specifications.

Emergency services are any non-routine or non-repetitive activities required for operational continuity, safety and performance generally resulting from the failure of or the need to avert a failure of City assets, infrastructure or some component thereof. As part of its emergency services provisions, the Contractor shall:

- Provide a twenty-four (24) hour telephone number and/or a list of employees (including their telephone numbers) who are available for twenty-four (24) hour emergency callout service.
- Respond to the scene of the emergency within two (2) hours of call-out.
- Assure that adequate response and resources will be dedicated to the City of Stockbridge to the satisfaction of the City.
- Perform the minimal amount of work in order to achieve the safety of the public. Any remaining non-emergency work shall be performed on a task-order basis during normal working hours.

CONSTRUCTION SCHEDULE

The Contractor shall submit a detailed construction schedule prior to beginning of any project as requested by the City's Engineer. The City shall be notified in advance of any major changes in the construction schedule as these projects progress. The Contractor shall contact the City's Engineer at least three (3) business days before beginning work on any project or portion of such project, so that appropriate survey, if applicable and pre-construction meeting can be scheduled. The Contractor shall coordinate with the City's Engineer or the Engineer's representative at least two (2) business days prior to activities that may involve coordination between other City Departments and/or other concerned parties. Work scheduling shall be subject to the availability of services to be provided by the City.

Work shall not be performed on Sundays or City annual holidays without the permission of the City except as necessary to maintain service.

When work in the roadway is scheduled for major roadways, thoroughfares or expressways (as defined by the City's Engineer) the Contractor cannot obstruct the roadway before 8:30 A.M. (when it conflicts with morning rush- hour traffic) or after 3:30 P.M. (when it conflicts with afternoon rush-hour traffic).

During special public events, the City's Engineer may require the Contractor to limit or cease construction activities that may in his opinion interfere with such events.

STORAGE OF EQUIPMENT

The Contractor must provide his own storage for equipment and other required parts and materials. The City will not provide storage for any Contractor equipment.

REPORTS

The Contractor shall provide to the City Manager or his designee detailed reports of all utility construction/ maintenance services performed which shall include the receipt date of work order, type of service, photographs of service site before and after work order is completed, location or address of service site, description of the work performed and date completed.

TASKS

1. Construction Projects

Construction services as requested on public works projects including, but not limited to sanitary sewer, storm sewer, water mains. Restoration work including, but not limited to street paving, sidewalk replacement, turf restoration and/or specialized landscape plantings.

2. Permit Acquisition

Submit permit applications, pay permit fees and meet requirements of issued permits from the Georgia Environmental Protection Division and other regulatory agencies.

3. Administration

Contract administration shall require the performance of all general field services required on construction projects such as construction staking, continuous monitoring of the project, coordination and supervision of testing services, approval and correction of shop drawings, attendance at meetings and conferences, final inspection and measurement, periodic reporting of progress, preparation of progress payments and preparation of change order requests.

4. Supervision and Inspection

Activities associated with this task will be dedicated to verifying that all materials provided, and work performed is in conformance with the project requirements and City Standard Specifications and they include:

- Providing personnel that possess the necessary, current certifications;
- Thorough review of the plans and specifications and other project related documents prior to construction start up;
- Daily communication with City staff to coordinate inspection activities and to properly inspect, test, measure and document the work;
- Daily communication with testing personnel to properly sample and test the materials and work;
- Attend progress/planning meetings.
- Inspect materials to be used in the work, verifying they meet City specifications.
- Document material usage and quantities;
- Document that the work is performed and completed to the lines, grades and elevations required by the project plans and specifications.
- Final measure work as it's done, calculate and document quantities.
- Conduct daily review/inspection of temporary traffic control devices and the maintenance of traffic throughout the construction influence area.
- Conduct periodic nighttime review/inspection of temporary traffic control devices and the maintenance of traffic throughout the construction influence area, as needed.
- Provide certified storm water operators and conduct daily inspection of all soil erosion and sedimentation control devices for proper maintenance and effectiveness as placed.
- Perform and document NPDES inspections at the required frequencies, suspend any work and/or reject any materials not conforming to the contract requirements.
- Document changes, extra work, "revisions to" notes, etc., on plans or sketches provided to the Contractor to assist in the preparation of "as built" plans. The Contractor shall furnish its foremen with equipment and materials as necessary to properly perform their work.

5. As-Built Construction Plans

The specific tasks associated with the development of the “as-built” plans include:

- Document all plan changes, extra work, “revisions to” notes, etc. as project work progresses.
- Collect and confirm all field changes, develop the appropriate “as-constructed” notes.
- Develop/draft the “as-built” drawings, review and approve the “as-built” plans. The “as-built” plans will conform to the City’s Standard Specifications and will be provided to the City on CD or other approved media. As-built plans shall be provided within one (1) month of completion of the project.

1.2 COMMUNITY BACKGROUND

The City of Stockbridge is in the northern part of Henry County, Georgia which was founded May 15, 1821. Henry county has an area of approximately 331 square miles located in the Piedmont Section of northern Georgia and is surrounded by the counties of Butts, Clayton, DeKalb, Newton, Rockdale and Spalding Counties. Stockbridge, Georgia is just minutes south of Atlanta a straight drive down Interstate 75-South. The City is populated with approximately 30,000 residents.

The City is currently in construction of its City of Stockbridge Amphitheater, it has a relaxed atmosphere, with all the amenities of a major metropolitan area with an attractive lifestyle, and business opportunities. Stockbridge is a highly attractive place to live, work and play.

Stockbridge City Council (City) is the governing authority of the City of Stockbridge. The affairs of the City are conducted by a Mayor and five (5) member City Council. This elected body is responsible for the active coordination of community resources, to meet community needs.

The City Manager, who is appointed by the Mayor and City Council, oversees the day-to-day operations of the City and insures the efficient delivery of City Services. All activities and functions of the City are administered by the City Manager under the jurisdiction of the Mayor and City Council as set forth in State and Local Laws.

SECTION 2.0

2.1 OBTAINING THE RFP

This document and supporting documents can be downloaded at the City of Stockbridge Website, <http://www.cityofstockbridge.com/default.aspx> under “Bid Solicitations” and the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

2.2 PRE-PROPOSAL CONFERENCE

Due to Covid-19, the Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held via teleconference on Web-EX. Information regarding the meeting will be listed in the “Schedule of Events” of this RFP. Unless indicated otherwise, attendance is not mandatory, although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory; then a representative of the supplier must attend the conference in its entirety to be eligible for contract award.

2.3 PROPOSAL DUE DATE

All proposals are due in the Division of Purchasing of City of Stockbridge located in the **City of Stockbridge City Hall, 4640 North Henry Boulevard Stockbridge, GA 30281** on or before Thursday, January 21, 2021 **(3:00 PM) EDT.**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the City of Stockbridge Purchasing Division. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

Each envelope or package on the outside shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION**

City of Stockbridge City Hall
4640 North Henry Boulevard Stockbridge, GA 30281

RFP Due Date: Thursday, January 21, 2021 (3:00 PM) EDT

2.4 SUBMITTAL REQUIREMENTS

It shall be the sole responsibility of the Proposer to have his/her proposal/bid submittal delivered to the City of Stockbridge Procurement Division for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, FedEx, the proposer shall be responsible for its timely delivery to the Purchasing Division. **All bids must be Mailed Only to the City at the address listed in the bid. Proposer should obtain tracking receipt and provide proof of the receipt via email within three (3) days after bid opening date.**

2.4.1 BID OPENING

Beginning May 1, 2020, the City of Stockbridge Procurement Division, began conducting bid openings 100% online! For your convenience, bids will be opened and live streamed Thursday at 3:01 p.m. via Cisco WebEx. Joining the WebEx meeting will allow you to view the vendors responding to each bid and the bid amount submitted from each vendor. This will replace in-person bid openings.

To view the bid opening, please visit the City of Stockbridge Procurement website at <https://stockbridgega.municipalcms.com/pview.aspx?id=4640&catid=72> and click Join Meeting.

2.5 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP shall be submitted in writing to the Procurement Division contact person, Lindell Y. Miller, Purchasing Manager at ProcurementDivision@CityofStockbridge-ga.gov, 4640 North Henry Boulevard Stockbridge, GA 30281. Any response made by the City shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

2.6 REQUEST FOR PROPOSAL “SCHEDULE OF EVENTS”

Below is the current Schedule of Events, in local time (EDT), that will take place in the procurement process. The City reserves the right to make changes to the schedule as the City determines is in its best interest. Unless otherwise notified in writing by the City, the dates indicated below for submission of items or for other actions on the part of a Provider shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Provider to be disqualified.

EVENT	DATE
Request For Proposals Issued to Public	Wednesday, November 11, 2020
Pre-Proposal Meeting (Non-mandatory) The Non-Mandatory Pre-Bid Tele-Conference Meeting Cisco WebEx. https://www.cityofstockbridge.com/pview.aspx?id=4640&catid=0	Thursday, December 3, 2020 (10:00 A.M, EDT)
Last Day for Questions to be Submitted	Friday, December 18, 2020 (12:00 noon, EDT)
RFP Submittal Due Date	Thursday, January 21, 2021, (3:00 PM, EDT)
Project Manager Events Division – Decius Aaron, Public Works Director	

2.7 NO CONTACT DURING THE PROCUREMENT PROCESS

It is a request of the City that the evaluation and award process for City contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and City officials, elected officials and staff regarding pending awards of City contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any City officer, elected official, employee, or designated City representative, between the date of the issuance of this solicitation and the date of the City Manager's recommendation to the Council for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with City officers, elected officials, employees, or designated City representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

2.8 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFP and the Contract. Proposers must prepare such requests in writing for the City's consideration as set forth in this section of this RFP. While the City has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the City will set restrictions on the frequency and number of requests permitted. The City will not respond to requests, oral or written, received after **December 18, 2020 (12 Noon) EDT.**, local prevailing time. City reserves the right to post an addendum at any time prior to the bid opening date and it is the responsibility of the proposer to view the City's website for any all addendum post for specified solicitation. Proposers are advised that this section places no obligation on the part of the City to respond to any or all requests for clarification nor interpretation, and that the City's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be Submitted in writing via letter or email to the designated Purchasing Representative:

Purchasing Manager: Lindell Y. Miller

Email: ProcurementDivision@CityofStockbridge-ga.gov

Telephone inquiries will not be accepted.

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP and posted on the City website <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the City shall be binding on the City. Proposers who submit a Proposal in reliance on any such oral information risk having their response to this RFP deemed non-responsive by the City. Only written responses issued by addendum to this RFP should be considered by the Proposers.

During the period provided for the preparation of Proposals, the City may issue addenda to this RFP. These addenda will be numbered consecutively and will be posted on the City website, <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. These addenda will be issued by, or on behalf of, the City and will constitute a part of this RFP.

Each Proposer is required to acknowledge receipt of each addendum by submitting an executed acknowledgment form. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.9 PREPARATION OF PROPOSALS

- a. Negligence on the part of the proposer in preparing the proposal confers no right for withdrawal or modification in any way after the deadline for the proposal opening.
- b. Unit price must be shown on the Proposal Cost Submittal Form in this document. All proposals should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
- c. All product, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
- d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the City, at no expense to the City. Unless otherwise specified, samples will be returned at the proposer's request and expense if items are not destroyed by testing.

- e. Full identification of each item proposal upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the proposer is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied.
- f. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective proposers are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the proposal for further consideration.
- g. Final determination of equivalency will be determined by the City of Stockbridge.
- h. Proposers are required to examine the scope carefully and to make sure they have full understanding of outlined scope.
- i. The City of Stockbridge will not be responsible for proposer's errors or misjudgment, nor for any information or lack of information, on location conditions, and/or general laws and regulations.
- j. Failure of a proposer to be aware of any applicable federal, state, or local regulations shall not excuse compliance, regardless of whether specifically cited in the Contract Documents and Specifications or any related document.

2.10 REJECTION AND WITHDRAWAL OF PROPOSALS

- a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify The Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight-hour period.
- b. The City will make a recommendation of the proposal to the City Council within 60 days from date of the opening.
- c. The City may reject all or part of the proposal within 60 days of proposal opening.

2.11 PROPOSAL AND CONTRACT DOCUMENTS

- a. A proposal executed by an attorney or agent on behalf of the Bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder Corporation:

If the Bidder is a corporation, the bid must be submitted in the name of the

corporation, not simply the corporation's trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. **Contract Term** - The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the proposals/bid submitted by the successful Proposer.

2.12 EXCEPTIONS AND OMISSIONS

Any exceptions to the specifications and/or terms and conditions must be addressed during The question/clarification and addendum phases.

2.13 ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

2.14 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Stockbridge, or any work performed in connection therewith is the responsibility of the vendor(s).

2.15 CODES, PERMITS, FEED, LICENSES AND LAW

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. State Law regarding Worker Verification requires that all who enter a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City Proposer agrees that in the event the Proposer employs or contracts with any subconsultant(s) in connection with the covered contract, the Proposer will secure from the subconsultant(s) such subconsultant(s) indication of the employee-number category applicable to the subconsultant, as well as attestation(s) from such subconsultant(s) that they are complying. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal must be signed by the Proposer and will become part of the contract.

2.16 SAFETY

All vendors and subconsultant performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and CITY Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Proposers and subconsultant shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

2.17 DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the industry Acceptable standards of engineering practices and/or professional services.

2.18 STATEMENT OF WARRANTY

A Statement of Warranty should include all applicable manufacturers' warranty and the Proposer's warranty regarding equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

2.19 NON-COLLUSION

By submitting a proposal in response to this solicitation, the proposer represents that in the preparation and submission of this proposal, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer,

Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 -68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

2.20 NONDISCRIMINATION

Notwithstanding any other provision of this Agreement, during the performance of this Agreement, Proposer, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be Excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

2.21 DRUG FREE WORKPLACE CERTIFICATION

By signing the Supply Service Contract form, the Proposer certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to The "Drugfree Workplace Act", have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Proposer's employees during performance of the contract; and
- b. Each Proposer who hires a subconsultant to work in a drug-free workplace shall secure from that subconsultant the following written certification: "As part of the subcontracting agreement with (Proposer's name), (Subconsultant's name) certifies to the Proposer that a drug-free workplace will be provided for the subconsultant's employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3".
- c. The Proposer further certifies that he 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.
- d. Proposer may be suspended, terminated, or debarred if it is determined that:
 - (1) The Proposer has made false certification hereinabove; or
 - (2) The Proposer has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

2.22 GEORGIA SECURITY AND IMMIGRATION ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Proposer understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Proposer further agrees that such compliance shall be attested by the Proposer and any of his Subconsultants by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City of Stockbridge and the successful Proposer.

2.23 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM

Since a contract has been deemed a "public benefit," the Proposer or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SA VE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The Proposer must execute a SA VE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the Proposer is not a U.S. citizen, then the local government must run that Proposer through the SAVE system. Only non-U.S. citizens can be processed through the SA VE program.

2.24 DELIVERY AND F.O.B. DESTINATION

- a. All prices shall include shipping and delivery cost to our destination, F.O.B., Stockbridge, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The City will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The City desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

2.25 LOCAL VENDOR PREFERENCE (NOT APPLICABLE)

In the event that a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one (1) or more responsive, responsible local businesses is within five percent (5%) of the price submitted by the non-local business (and the other terms and conditions of the two bids are substantially the same), then that local business shall have the opportunity to submit, within five (5) working days of the notice of intent

to award, a final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The contract shall then be awarded to the responsive, responsible business submitting the lowest best and final bid. (See Section 3.30.100 - Competitive sealed bids)

2.26 AUTHORITY TO SIGN

- a. If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- b. The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

2.27 PROPOSAL SECURITY AND PERFORMANCE BONDS

The General Contractor Company awarded the contract for the project must provide a Proposal Bond in the amount not less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.

2.28 RFP SUBMITTALS

See all specifications, **Evaluation Criteria and Exhibit I, II, and III** for the RFP, Submittal Checklist and requirements. The checklist will assist you to ensure that all submittals are included in your proposal. Ensuring that submittals are complete is solely the responsibility of the proposer/bidder. Failure to submit all submittals may deem your proposal non-responsive.

2.29 EVALUATION PROCESS

The Evaluation Committee (EC) will be responsible for ranking and recommending the most qualified firms(s) to City Council for award. The process for this procurement may proceed in the following manner: The Procurement Division delivers the RFP submittals to agency staff for summarization for the Evaluation Committee members. The appropriate department will review the litigation history and the Finance Department will review the financial portion of the submittals. Staff will also identify any incomplete responses. The Procurement Manager Procurement will review the information and will make a recommendation to the Evaluation Committee as to each firm's responsiveness to the requirements of the RFP.

The final determination of responsiveness rests solely on the decision of the Evaluation Committee. All firms that are found to be both responsive and responsible to the requirements of the RFP may have an opportunity to make an oral presentation to the EC and discuss their proposal to illustrate to the Evaluation Committee their approach to the

scope of work. If interviews are requested by the City, staff may provide a list of subject matter for the discussion and each firm will be given equal time to present but the question and answer may vary.

The final determination of responsiveness rests solely on the decision of the Evaluation Committee.

All proposals will be evaluated using the Evaluation Criteria and the detailed scope of services in **Exhibit I, II, AND III**, and requirements throughout this RFP.

2.30 PRESENTATIONS / DEMONSTRATIONS / INTERVIEWS (WHEN APPLICABLE)

The City reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the City reserves the right to negotiate with the second highest ranked Proposer. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.

The EC may provide a list of subject matter for the discussion. The individuals / firms will have equal time to present but the question-and-answer time may vary. Proposers / Providers may be requested to demonstrate the nature of their offered solution to the SC. After receipt of submittals, all firms will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD or a combination of both) should be given to the Purchasing Agent at the meeting to retain in the Purchasing files.

2.31 CITY'S TAX EXEMPTION

The City of Stockbridge is exempt from Federal Excise Tax or Georgia Sales Tax regarding goods and services purchased directly by the City of Stockbridge. Exemption certificates furnished upon request.

2.32 AWARD OF CONTRACT

- a. The City intends to award the contract for one (1) year with an option to renew for four (4), one (1) year periods. The City of Stockbridge desires to complete the award process in a timely manner. The City of Stockbridge reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the City with price and other factors considered. The City of Stockbridge may elect to waive any technicalities. The proposal will be awarded to the lowest responsive, responsible or highest scored proposer(s), based upon the qualification requirements herein. The proposal specifications and results will be available on the City's web site: <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

- b. City of Stockbridge reserves the right to reject any proposal if the evidence submitted by or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on them proposal, an award may be made to the next low responsive and responsible proposer or highest scored proposer(s).
- c. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents.

Responsibility - The determination of the proposer's responsibility will be made by the City based on whether the proposer meets the following minimum standard requirements:

- Relevant knowledge, experience and qualifications of firm and team members.
- Proposed methodology and work plan to be used in the process.
- Understanding of the project and overall completeness of submission.
- Experience on similar projects/References
- The ability, capacity and skill of the Bidder to perform and/or provide the Work required.
- The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award.
- Has adequate financial means to meet obligations incidental to the work; and
- Such other factors as the City deem to be pertinent to either the bid or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the City based on a consideration of whether the proposer has submitted complete proposal documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

- d. The City is subject to making records available for disclosure after the City of Stockbridge approval of the recommendation. The award shall be made by the City Council of Stockbridge unless the lowest, qualified bid is less than the City Councils' approval limit. No claim shall be made by the selected Proposer for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated for the proposal project.

2.33 NEGOTIATION AND AWARD

It is the City's intent to conduct the first negotiation meeting no later than thirty (30) days after City Council approval of the final ranking by the Committee. At least one (1) of the representatives for the firm participating in negotiations with the City must be authorized to bind the firm. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the firm) an impasse will be declared and

negotiations with the first-ranked firm will cease. Negotiations will begin with the next ranked firm. This process shall continue until the City successfully negotiates a Contract.

2.34 DISQUALIFICATION OF PROPOSERS

The submission of more than one (1) proposal to the City as the primary Proposer or member of a joint venture for the same work by an individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Proposer and the rejection of the proposal.

2.35 RESERVED RIGHTS

The City reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the City depending on available competition and timely needs of the City. There is no obligation on the part of the City to award the contract to the lowest proposer and the City reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the City. The City shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the City reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

Proposers failing to include all documents in the submittal package as required by the proposal requirements may cause the proposal to be declared as non-responsive and be rejected. The failure to follow instructions in completing any part of the proposal package may also cause the proposal to be declared non-responsive and be rejected.

2.36 APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of City shall apply. This solicitation is being conducted in accordance with all applicable provisions of the City of Stockbridge Code of Ordinances. By submitting a proposal/Bid in reference to this solicitation, a Proposer acknowledges that it is familiar with all laws applicable to this solicitation, including, but not limited to, the City's Code of Ordinances, which laws are incorporated into this solicitation by reference.

2.37 CONTROLLING LAW, VENUE

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Stockbridge, Georgia. This

Agreement shall be governed by the applicable laws of the City of Stockbridge and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the City of Henry Judicial Courts.

2.38 PROPOSER AS INDEPENDENT PROPOSER

In conducting its business hereunder, Proposer acts as an independent Consultant and not as an employee or agent of City. The selection, retention, assignment, direction and payment of Proposer's employees shall be the sole responsibility of Consultant.

2.39 ASSIGNMENT

The Agreement, in whole or any part hereof, created by the award to the successful Proposer shall not be sold, not be assigned or transferred by Proposer by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Proposer, or with a business entity which is merged or consolidated with Proposer or which purchases a majority or controlling interest in the ownership or assets of Proposer without the prior written consent of the City of Stockbridge.

2.40 PERFORMANCE OF CONTRACT

- a. City reserves the right to enforce the Consultant's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Proposer shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Proposer accepts the relationship of trust and confidence established by the award Of this proposal solicitation. The Proposer covenants with the City to utilize the Proposer's best skill, efforts and judgment in furthering the interest of the City; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

2.41 DEFAULT AND TERMINATION

a. Termination by Consultant

The agreement resulting from this proposal shall be subject to termination by Consultant In the event of any one or more of the following events:

The default by City in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of City to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Proposer to remedy the same.

b. Termination by City

The agreement resulting from this proposal shall be subject to termination by the City at any time in the opinion of the City; the Proposer fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Consultant in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Proposer to remedy, or undertake to remedy with sufficient forces and to the City's reasonable satisfaction, the City shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Proposer fails to remedy such conditions within thirty (30) days to the satisfaction of the City, the City may exercise their option in writing to terminate the Agreement without further notice to the Proposer and order the Proposer to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the City.
- (2) Consultant files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Proposer and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Consultants' failure to conduct services according to the approved proposal specifications.
- (4) Consultants' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Consultant's performance of the contract is unmeasurably delayed.
- (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions,

specifications and any other requirements contained herein are not met, the City reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.

- (7) The Proposer agrees by its proposal submission that the City's decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such ability with all reasonable dispatch.

d. Waiver

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

2.42 INVOICES

Invoices and/or statements should not be faxed but originals must be mailed directly to:

**City of Stockbridge, City Hall
Finance Department Accounts Payable
4640 N. Henry Boulevard
Stockbridge, GA 30281**

2.43 PAYMENT

Payment shall be tendered to the successful Proposer upon acceptance and approval by the City for satisfactory compliance with the general terms, conditions and specifications of the proposal; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted, and receipt of a valid invoice.

2.44 BID BOND AND INSURANCE RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Form G of this RFP. Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance ("COI") with policy limits equal to or greater than the limits outlined in **EXHIBIT I, II AND III – DETAILED SCOPE OF SERVICES**.

Proof of insurance must be provided to the City prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.

2.45 ACCURACY OF RFP AND RELATED DOCUMENTS

The City assumes no responsibility that the specified technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the City will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFP.

Should a recipient of this RFP find discrepancies in or omissions from this RFP and related documents, the recipient of this RFP shall immediately notify the Purchasing Contact Person identified in Section 2.5 in writing at the following address: City of Stockbridge Purchasing Division City Hall, 4640 North Henry Boulevard, Stockbridge, Georgia, 30281. A written addendum, if necessary, then will be made available to each recipient of this RFP.

2.46 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Proposers are reminded that they should only contact the person designated by the RFP.

Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the contract. It is also expected that the Proposer will obtain information concerning the conditions at locations that may affect its work.

Except with respect to events or conditions, which are not discoverable, the Proposer shall make his/her own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions encountered or created, without extra cost to the City.

Each proposer is responsible for any inspections of sites if applicable and for reading and being thoroughly familiar with the contract documents and requirements. The failure or omission of any proposer to so familiarize him/herself shall in no way relieve the proposer from any obligation in respect to his/her proposal.

2.47 PUBLIC RECORDS DISCLOSURE:

All solicitations submitted to the City are subject to public disclosure pursuant to Georgia's Open Records Act.

2.48 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The City, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The City has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFP, Proposers waive any challenge to the City's decisions in this regard. Marking all or substantially all a Proposal as confidential may result in the Proposer being deemed non-responsive to this RFP.

Notwithstanding the foregoing, Proposers recognize and agree that the City, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.49 CITY RIGHTS AND OPTIONS

- a. This RFP constitutes an invitation to submit Proposals to the City. Without limitation or penalty, the City reserves and holds at its sole discretion, the following rights and options:
- b. This RFP does not obligate the City to select, procure or contract for any services whatsoever.
- c. The City reserves the right to award a contract based on this RFP and the proposal(s) received (in whole or in part) to one or several vendors.
- d. The City reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the City.
- e. All costs incurred by a Proposer in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the City will be borne by the Proposer.
- f. The City reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFP from further consideration for this procurement, and to notify such Proposers of the City's determination.

- g. The City may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.
- h. The City reserves the right to waive any technicalities or irregularities in the Proposals.
- i. The City reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
- j. The City may request Proposers to send representatives to the City for interviews and presentations.
- k. To the extent deemed appropriate by the City, the City may select and enter discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.
- l. The City reserves the right to discontinue negotiations with any selected Proposer.
- m. The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.
- n. All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the City and will not be returned, and the City reserves the right to utilize all such information contained in the Proposals without further cost to the City.
- o. The City may add to or delete from the Project Scope of Service specifications set forth in this RFP.
- p. Any and all Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.
- q. Neither the City, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.
- r. The City, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.
- s. By responding to this RFP, Proposers acknowledge and consent to the rights and conditions set forth in this RFP.

2.50 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFP, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer.

In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process, including any costs incurred by the Proposer in any subsequent negotiations entered in connection with developing the Proposal. There shall be no claims whatsoever against the City, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFP or procurement process or in connection with the selection process or any negotiations.

2.51 TERMINATION OF NEGOTIATIONS

The City at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the City determines that such Proposer is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. The City will give written notice of its decision to the Proposer, which shall be sent in writing, signed by the City.

2.52 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the City will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent's qualifications. If requested by the City of Stockbridge Purchasing Division, Respondent's maybe required to submit additional or supplemental information to determine whether the Respondent meets all the qualification requirements. If not with its response, such evidence must be submitted to the City no later than five (5) business days from request of the Purchasing Manager.

2.53 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the Finance Director or designated representative.

2.54 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Request For Proposals is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders and proposers are notified that all bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security.

Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia).

A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the City cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act.

All bidders/proposers intending to do business with the City are responsible for independently apprising themselves and complying with the requirements of that law and its effect on City procurements and their participation in those procurements.

For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>.

2.55 AUTHORIZATION TO TRANSACT BUSINESS

If the Proposer is a Georgia corporation, the corporation, prior to contract execution, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

2.56 PAYMENT

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of the Contract. Invoices will be subject to verifications and approval by the Requesting Department. Payment will be based on receipt of individually completed check lists and upon inspection by the City's Authorized Representative of the work / services performed.

2.57 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

2.58 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it nor its subconsultant are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City.

2.59 GENERAL REQUIREMENTS

- a. Proposals may be withdrawn upon receipt of a written request prior to the Stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim.
- b. City of Stockbridge shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be considered in determining acceptability.
- c. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.
- d. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the City of such defect, damage or deficiency.
- e. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the City with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the City is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
- f. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
- g. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of its rights, title or interest therein without prior written consent of the Council.
- h. In case of default by the successful Offeror, City of Stockbridge may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
- i. All proposals and bids submitted to the City of Stockbridge subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18- 70 et seq.

2.60 MULTI-YEAR CONTRACT TERM

The period of this Agreement shall consist of a series of Terms as defined below. The City is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the City's then current fiscal year.

a. Commencement Term

The "Commencement Term" of this Agreement shall begin on the date of execution of the Agreement in the year January 1, 2021, the starting date, and shall end absolutely and without further obligation on the part of the City on the 31st day of December, 2021. The Commencement Term shall be subject to events of termination and the City's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the City's obligation to make payments provided under this Agreement shall be subject to the City's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the City's governing body and such obligation shall not constitute a pledge of the City's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the City upon the approval of the City Council for four (4) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized, nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the City Manager or City Council for the calendar year of such Renewal Term. If approved by the City Board of Commissioners, the First Renewal Term shall begin on the 1st day of January 2022 and shall end no later than the 31st day of December 2022. If approved by the City Manager or City Council, the Second Renewal Term shall begin on the 1st day of January 2023 and shall end no later than the 31st day of December 2023. If the City chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

Remainder Left Blank Intentionally

3.1 SUBMISSION REQUIREMENTS

All Proposals, including all attachments, must be received by the City in a sealed package no later than Thursday, January 21, 2021(3:00 PM) EDT and must be addressed to:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION
City of Stockbridge, City Hall
Procurement Division
4640 N. Henry Blvd., Stockbridge GA 30281**

The Proposal shall consist of all documents listed on the Required Submittal Checklist (Exhibit III), Evaluation Criteria and the Scope of Services listed in Exhibit I. The Proposal shall include proposer information, technical information, business related information, and any Technical Proposal forms requested, sealed, marked and packaged.

The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION
CITY OF STOCKBRIDGE, CITY HALL
Proposer's Name and Address**

The Request For Proposals (RFP) requirements, responses shall **consist of one (1) signed, original that is marked "ORIGINAL" and five (5) bound photocopies that are identical to the original and marked "COPY" and one (1) flash drive containing a pdf format of the RFP submittal.** Minimum font size of eleven (11) shall be used. All pages shall be single sided.

Failure to submit the RFP response in the manner specified herein or failure to closed identical permanently bound copies of the original materials in each response copy submitted may result in the disqualification of the entire submittal.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the City reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section.

Response packages do not have to be professionally produced nor professionally packaged. Regarding the Evaluation Criteria: each firm has a continuing obligation to provide the City with any material changes to the information requested. The City reserves the right to obtain additional information from interested individuals /firms. To assure consistency, proposals must conform to the format contained herein. Paper size: 8½” x 11”. Larger charts and graphs may be provided if folded neatly to 8½” x 11” and the following items, in the order presented below, with tabs between the sections must be included:

Evaluation Criteria	Tab Number
The Proposal shall include the appropriate and requested information in enough detail to demonstrate the Proposer’s knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer’s responses to the criteria described below. Provide answers below. If you are submitting a response as a joint venture, you must respond to each question for each entity forming the joint venture. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable	
Section 1 – Letter of Transmittal - The Proposer’s name, mailing address, telephone number and nearest office location. - Letter of Transmittal. Letter transmitting the Proposal, identifying the team members and providing a designated point of contact, including name, title, address, email address, and telephone and fax numbers of one (1) individual to whom all future correspondence and/or communications should be directed by the City concerning this solicitation. The letter should include a narrative statement of the Consultant’s approach to providing the Services solicited in this RFP. - A statement that the proposal is in response to the RFP for ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION.	Tab 1

Section 2 – Executive Summary a. Proposer shall submit their approach to the work as it relates to the contract, understanding of the contract’s goals and objectives and a demonstrated understanding of the contract’s potential problems and concerns in a brief executive summary and provide primary local contact person(s) and telephone number(s) b. Total number of company's local full-time employees c. Year company was established d. Description of the company's background and size. e. Description of the company’s corporate structure, including whether the company is under the control of any other corporation or organization. Include the legal status of the organization.	Tab 2
Section 3 – Project Team Qualifications/Qualifications of Key Personnel Staffing a. Proposer shall provide a team/staff who has a minimum of three (3) years' experience providing Annual On-Call Water and Sewer Emergency Operational Repair Maintenance and Construction Services to a governmental entity that is similar in size and scope as the City of Stockbridge. The Contractor shall provide a Project Manager that will be responsible for managing and overseeing services provided in all service areas and ensuring quality control. The Project Manager shall be responsible for all aspects of the successful implementation and management of ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION. b. The Project Manager must provide pro-active recommendations to the City for ongoing maintenance of City properties throughout the term of the contract. c. Proposer shall provide the resumes and any professional license information for each key personnel proposed for this project, specifically those of the Project Manager and the Principle-in-Charge, and all other personnel to be assigned to this project. d. The resumes shall reflect their responsibilities, previous and current; experience; educational and professional history; and length of time employed	Tab 3

by the firm as a full-time employee. Resumes shall be limited to no more than three (3) pages per person and be organized according to the following: • Name and title. • Professional Background. • Current and Past Relevant Experience. • Relevant Training and Education. • Courses completed during the past five (5) Years. • Previous Work Experience related to Annual On-Call Water and Sewer Emergency Operational Repair Maintenance and Construction Services. e. Include the role and responsibilities that each key personnel member will perform on this project. f. Proposer shall provide a Team Directory showing each team member and include the following for each team member listed: firm name; corporate home office location; address, phone number and e-mail addresses; and g. Proposer shall provide an organizational chart which clearly indicates each discipline, company name, principal-in-charge, Project Manager and Technician(s) assigned with the overall project coordination. II. Availability of Key Personnel Based on the scope of services, state percentage of time key personnel will spend on this project. Please provide the following information for the propose Project Manager and their support team: a. Percentage of time key personnel will spend on this project; and b. Current workload of key personnel. c. Please list contractor's licenses, certifications, and education qualifications as it relates to public utility services: SEE EXHIBIT I, II AND III DETAILED SCOPE OF SERVICES	
Section 4 – Past Performance Past Performance - Describe proposer's experience in Landscaping Maintenance Services for the past five (5) years regarding the proposer. Include the following for each project: • Project name • Location e. Date of completion (month, year)	Tab 4

• Company role and responsibility for the project. • List Proposer's key personnel involved on the project. • Provide references including contact name, title, organization, address, phone and email address for all cited projects completed and active. Provide names, email addresses and phone numbers of three government customers with comparable volumes and origination types, who have been contracting the services requested in this RFP.	
Section 5 – Project Approach/Timeline Plan Proposer shall describe their approach in the On-Call Public Utility Services: Emergency Repair, Operational Repair, Maintenance and Construction for the City as identified in the Scope of Work (Exhibit I, II, AND III) and must identify all major tasks; and approach to the maintenance associated with each major task, at a minimum, and any other information that will assist in planning for the Public Utility Services. Technical Approach/Services: Project Approach Work Plan: Responders are required to describe the approach and methodology to adequately staff specifically trained, experienced and licensed individuals in the areas of On-Call Public Utility Services: Emergency Repair, Operational Repair, Maintenance and Construction - Include a listing of the City's responsibilities and the Responder's responsibilities required to complete the project; and - Provide a project schedule at the task level starting with the receipt of the Notice to Proceed and ending with project completion. Project Management: - Describe how the project will be organized and managed. - Describe progress for reporting procedures during the project for new employees. - Include the anticipated use of subcontractors or vendors; and - Describe the resources necessary to accomplish the purpose of the project. Indicate your strategies for quality control, issue anticipation and resolution throughout the project, your methodology for coordination and issue tracking, as well as any other information you feel is pertinent. This section shall be signed by an authorized representative of the prospective Proposer	Tab 5
Section 6 - Cost Proposal	

a. The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 2020-0026 for "ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION" on the outside of the envelope. b. DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive. c. Responders are required to submit their costs on <i>Cost Proposal Forms</i> Responder shall not alter the cost proposal form.	Tab 6
Section 7 - Location Identify the office location responsible for this project. Supply legal firm name, headquarters address, local office addresses, satellite offices and warehouse addresses, if applicable. State of incorporation, and key firm contact names with their phone numbers and e-mail addresses.	Tab 7
Section 8 - Recent, Current, and Projected Workloads of the Firms – List all current clients, during the past five (5) years, both completed and active with approximate percent complete.	Tab 8
Section 9 - Proposer Financial Information a. It is the practice of the City to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work. b. If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime Proposer. The following documentation is required in order for the City to evaluate financial responsibility: a. Provide your firm's most recent balance sheets. b. Provide your firm's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report. c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution.	Tab 9

d. Provide a sworn statement that your firm has not filed petition(s) for Federal Bankruptcy or state insolvency. The statement must be notarized.	
Section 10 – Litigation The City will consider a vendor's litigation history information in its review and determination of responsibility. All vendors are required to disclose to the City all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the vendor, any parent or subsidiary of the vendor, or any predecessor organization. If the vendor is a Joint Venture, the information provided should encompass the Joint Venture (if it is not newly formed for purposes of responding to the solicitation) and each of the entities forming the Joint Venture. Although the review of a vendor's litigation history is an issue of responsibility, the failure to provide litigation history as required in the Evaluation Criteria may result in a recommendation of non-responsiveness by the Purchasing Manager.	Tab 10
Section 11 - Business Licenses, Licenses, and Insurance Evidence that your proposer and/or persons performing the work are licensed to do business in the State of Georgia. Proof of insurance as listed. Evidence of possession of required licenses or business permits. Wrecker service will have a current business license and be in compliance with the local jurisdictions zoning. Attach copies of all such licenses issued to the business entity. List any regulatory or license agency sanctions. If there are none, state none.	Tab 11
Section 12 – References Proposer is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Proposer should use the appropriate reference form to distribute to its reference organization/firm to complete and return to the proposer's attention. Proposer should submit the completed Reference Verification Form with its response. The City will verify references provided as part of the review process. Provide a minimum of five (5) references that are comparable in scope, size, and clients within the last five (5) years. Governmental/Public entities are preferred. EXHIBIT VI, REFERENCE VERIFICATION FORM	Tab 12
Section 13 – Documents and forms required by the City Please provide all other documents and forms not included in the above sections.	Tab 13

PROPOSAL EVALUATION – SELECTION CRITERIA

City's selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the City's staff. The Proposer's submittal must fully address the requirements listed in this solicitation and the Firm's degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the City's intention to select a firm which is the most qualified to meet the City's needs. The award shall be based on but not limited to the following factors:

RFP Evaluation Criteria	Scoring Value Maximum Points
1. Project Team Qualifications/Qualifications of Key Personnel Staffing Proposer shall provide a team/staff who has a minimum of three (3) years' experience providing Annual On-Call Water and Sewer Emergency Operational Repair Maintenance and Construction Services to a governmental entity that is similar in size and scope as the City of Stockbridge. The Contractor shall provide a Project Manager that will be responsible for managing and overseeing services provided in all service areas and ensuring quality control. The Project Manager shall be responsible for all aspects of the successful implementation and management of ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION. See Detailed Scope of Services and Overview of Proposal Requirements	0-25
2. Technical Approach/Project Management Proposer shall describe their approach in the On-Call Public Utility Services: Emergency Repair, Operational Repair, Maintenance and Construction for the City as identified in the Scope of Work (Exhibit I, II, AND III AND SPECIFICATIONS) and must identify all major tasks; and approach to the maintenance associated with each major task, at a minimum, and any other information that will assist in planning for the Public Utility Services. Technical Approach/Services: • Project Approach Work Plan: Responders are required to describe the approach and methodology to adequately staff specifically trained, experienced and licensed individuals in the areas of On-Call Public Utility Services: Emergency Repair, Operational Repair, Maintenance and Construction • Include a listing of the City's responsibilities and the Responder's responsibilities required to complete the project; and • Provide a project schedule at the task level starting with the receipt of the Notice to Proceed and ending with project completion.	0 - 40

3. Cost Proposal The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 2020-0026 for ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION • DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive. • Responders are required to submit their costs on <i>Cost Proposal Forms</i>. Responder shall not alter the cost proposal form.	0 -35
MAXIMUM SCORING POINTS TOTAL	100

Total points awarded for price will be determined by applying the following formula:

(Lowest Overall Cost /Proposer's Price) x 35 = Price Score

Please note that prices may be negotiated in the best interest of the City after the scoring is completed

EXHIBIT I
DETAILED SCOPE OF SERVICES
REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION

1. Scope

- A. The Bid Form (Bid) lists each item of the project for which payment will be made. No payment will be made for any items other than those listed in the Bid unless specifically authorized, in writing, by the City Engineer.
- B. Required items of work and incidentals necessary for the satisfactory completion of the work which are not specifically listed in the Bid, and which are not specified in this section to be measured or to be included in one of the items listed in the Bid, shall be considered as incidental to the work. All costs thereof, including the Contractor's overhead costs and profit, shall be considered as included in the unit prices Bid for the various Bid items. The Contractor shall prepare the Bid accordingly.
- C. Work includes furnishing all labor, fuel, equipment, tools and materials and performing all operations required to complete the work satisfactorily, in place, as specified and as indicated on the drawings and Standard Specifications provided by the City Engineer. The City Engineer may approve the use of City owned material from City stock provided the Contractor replaces the material used within thirty (30) days with identical or functionally equivalent material, if approved by the City Engineer. If the material is not replaced in thirty (30) days, the cost of the material used will be deducted from the Contractor's invoice. In all instances where the City's Engineer approval is required, such approval must be in writing.

The City reserves the right to add, delete and or change Scope of Services of this contract and may do so by submitting written notification to Contractor. Any increase or decrease in maintenance fees shall be negotiated at that time and incorporated into the contract documentation.

2. Descriptions

- A. Measurement of an item of work will be by the unit indicated in the Bid.
- B. Final payment quantities shall be determined from actual quantities installed and measured in the field.
- C. Payment will include all necessary and incidental related work not specified to be included in any other item of work listed in the Bid.

- D. Unless otherwise stated in individual sections of the Specifications or in the Bid, or as approved in writing by the City Engineer prior to beginning the work, no separate payment will be made for any item of work, materials, parts, equipment, supplies or related items required to perform and complete the work. The costs for all such items required shall be included in the price Bid for item of which it is a part. In the event that the City Engineer requests work that is agreed by both the City Engineer and the Contractor as not included in the Bid, that item of work will be paid for at actual cost (invoices required) plus 10% markup.
- E. Payment will be made by extending unit prices multiplied by quantities provided and then summing the extended prices to reflect actual work. Such price and payment shall constitute full compensation to the Contractor for furnishing all parts, labor, equipment, tools and materials not furnished by the City and for performing all operations required to provide to the City the entire Project, complete in place, as specified and as indicated on the drawings.
- F. "Products" shall mean materials or equipment permanently incorporated into the work.
- G. "Provide" shall mean furnish and install.

3. Non-Payments

- A. No separate payment shall be made for the restoration of developed property and the cost shall be included in the overall prices for the execution of the work unless specifically noted otherwise.
- B. No separate payment shall be made for excavation, disposal of rubbish and debris, pipe bedding, backfill, dewatering of trench, repair of damaged properties. All testing required for the execution of the work shall be done as part of the price for the item involved.
- C. No separate payment shall be made for any traffic control, work area protection, recording, safety measures, set-up of equipment and set-up of staging area except as indicated below. Payment for these items shall be part of the unit price Bid for each particular item of work.
- D. No separate payment shall be made for providing detail surveys needed for construction. The Contractor shall be responsible in providing further survey necessary to complete the work. The Contractor shall carefully preserve the established points, and in case of willful or careless destruction, the Contractor shall be responsible for the costs of re-establishing the benchmarks, reference points and stakes.

Bid Items

1. **Item 1 – Contractor Mobilization/Demobilization**

All costs associated with mobilization of all required resources, a one-time cost for each non-emergency project assigned by the City, shall be included in the unit prices Bid for **CONTRACTOR MOBILIZATION/DEMobilization**, based on the project sizes listed in the Bid.

2. **Items 2 through 4 – Sewers and Ductile Iron Pipe (DIP) (Specifically Coated for Sewer Use) and PVC**

A. **Existing Utilities and Obstructions**

1. **Horizontal Conflict:** Payments for conflicts with existing utilities shall be made only where additional manholes, fittings, and/or additional lengths of pipe are approved by the City Engineer. Said payment shall be made at the unit prices in the Bid. No other payment will be made for any delay or extra cost encountered by the Contractor due to protection, avoidance or relocation of existing utilities, mains or services or changing the horizontal alignment of the sewer.

2. **Vertical Conflict:** Where authorized by the City Engineer, payment for additional depth of cut required to avoid vertical conflicts shall be made at the unit prices Bid for sewer line. No payment will be made for relocation of existing utilities except as authorized by the City Engineer.

B. **Location and Grade:** No separate payment shall be made for survey work performed by or for the Contractor in the establishment of reference points, bench marks, cut sheets, limits of right-of-way or easement, including their restoration, as well as centerline or baseline points.

C. **Construction along Highways, Streets and Roadways:** No separate payment shall be made for traffic control or maintaining highways, streets, roadways and driveways, except as authorized by the City Engineer.

D. **Sewer Cleaning:** No payment shall be made for normal cleaning of sewers.

E. **Manhole Rehabilitation:** Measurement for payment at the unit price for **MANHOLE REHABILITATION** shall be made from the invert to the base of the manhole frame for each method of rehabilitation Bid at the price for the depth range listed.

F. **Ductile Iron Pipe/PVC Gravity Sewer**

1. Payment for ductile iron pipe/PVC gravity sewer shall be made at the unit price Bid for **GRAVITY SEWER**, for the quantity and type provided at

the appropriate depth. Payment will be made at the unit price for the actual depth of the sewer line.

2. Measurement for payment at the unit price for **GRAVITY SEWER** shall be made along the centerline of the pipe, through fittings, from centerline of manhole to centerline of manhole or to inside face of structure wall penetrated. Depth of cut shall be measured from pipe invert to ground level at pipe centerline. Cut sheets prepared by the Contractor and approved by the City Engineer shall be the basis for payment.
3. The unit price Bid for **GRAVITY SEWER** shall include all costs for installation of the sewer as required including, but not limited to, materials, labor, excavation, dewatering, shoring, bedding, haunching, backfill, compaction, clean-up, testing and all other related items not listed as separate items in the Bid.
4. Payment for pipe **INSTALLED IN STEEL CASING** will be made in addition to payment for gravity sewer installed at the appropriate depth. The unit price Bid for pipe **INSTALLED IN STEEL CASING** shall include all additional costs associated with providing the appropriate size steel casing pipe, spacers, grout, brick, as required for the complete installation of pipe in casing via open-cut installation. All costs associated with installation of the sewer line, including excavation, dewatering, etc. shall be included in the unit price Bid for **GRAVITY SEWER**.
5. No payment shall be made for sections of pipe which are not installed.
6. No additional payment shall be made for replacement of defective materials.
7. No additional payment will be made for maintaining or stopping flow while placing the new sewer in service.
8. No payment shall be made for sections of pipe which have not passed required tests, or if the area has not been cleaned up to the satisfaction of the City Engineer.
9. No separate payment will be made for cutting and beveling pipe.
10. The cost of all fittings shall be included in the price of the pipe.
11. **Clean up and Testing:** No separate payment shall be made for clean-up and testing.

3. **Item 5 – HDPE Pipe Slip Lining**

Measurement for payment at the unit price for **HDPE PIPE SLIPLINING** shall be made along the centerline of the pipe from centerline of manhole to centerline of manhole or to inside face of structure wall penetrated. The unit price Bid for **HDPE PIPE SLIPLINING** shall include all costs associated with installing **HDPE PIPE SLIPLINING** as listed in the Bid including, but not limited to, all materials, labor, tools, excavation, backfill, compaction, grouting and all incidental items required for a complete installation.

4. **Item 6 – Sewer Service Connections**

- A. The unit price Bid for **6-INCH DIP SEWER SERVICE CONNECTIONS** shall include all costs associated with installing a service connection as listed in the Bid including, but not limited to, all materials, labor, tools, excavation, backfill, compaction, manhole coring, grouting, manhole boot, fittings including wye or tee, and all incidental items required for a complete installation. No additional payment will be made for plugging the fitting or for cutting an existing sewer pipe to locate the fitting.
- B. Measurement for payment for service connections will be made along the centerline of the pipe, through fittings, from centerline of manhole or pipe to the inside face of the clean-out box.
- C. Payment for re-establishing sewer service connections shall be made under the unit prices Bid for **SERVICE LINE RECONNECTIONS**.

5. **Item 7 – 9 Precast Concrete Manholes and Accessories**

- A. The unit price Bid for **4-FOOT DIAMETER PRECAST MANHOLES**, at the depths listed in the Bid, shall include all costs associated with construction of a complete manhole on a new sewer line, including excavation, shoring, dewatering, backfilling, compaction, crushed stone bedding, concrete slab, precast base, riser sections, cone or flat top, coring, rubber boots, grouting, sleeves, concrete, invert, mastic sealant, brickwork, mortar, connection of pipes to the manhole, vacuum testing and all incidental items required to complete the installation.
- B. The unit price Bid for **4-FOOT DIAMETER DOGHOUSE MANHOLES**, at the depths listed in the Bid, shall include all costs associated with construction of a complete manhole on an existing sewer line, including excavation, shoring, dewatering, backfilling, compaction, crushed stone bedding, concrete slab, base, riser sections, cone or flat top, coring, rubber boots, grouting, concrete, invert, diversion of flow, cutting existing pipe, connecting pipes to manhole, mastic sealant, brickwork, mortar, vacuum testing and all incidental items required to complete the installation.

- C. Measurement for payment at the unit price for **MANHOLES** shall be made from the invert to the top of the top section. Payment for manholes shall be made at the unit price Bid for **MANHOLES**, for the type provided at the appropriate depth. Payment will be made at the unit price for the actual depth of the manhole.
6. **Item 10 - Manhole Accessories**
- A. The unit price Bid for **SAFETY PLATFORM** shall include all costs associated with installation of a safety platform in a new precast concrete manhole. Payment for **SAFETY PLATFORM** will be in addition to payment for **PRECAST MANHOLE**.
 - B. The unit price Bid for **MANHOLE RING AND COVER** shall include the cost of providing the appropriate type ring and cover on a new manhole or new riser section including materials, labor, grouting, brick and mortar, minor grade adjustments (up to three inches either way vertically) and all incidental items required to complete the installation.
7. **Item 11 - Manhole Modifications**
- A. The unit price Bid for **ADJUST EXISTING MANHOLE COVER TO GRADE** shall include all costs associated with adjusting an existing manhole cover by up to three (3) inches using steel or concrete adjusting rings or brick and mortar, as ordered by the City Engineer, including pavement repair if applicable. Measurement for payment will be made based on the actual quantity of manhole covers adjusted.
 - B. The unit price Bid for **ADJUST EXISTING PRECAST MANHOLE** shall include all costs associated with raising or lowering an existing manhole including, but not limited to, excavation, shoring, dewatering, backfilling, compaction, removal and replacement of existing cone or flat top, removal or addition of riser sections, disposal of removed materials, grouting, steps, brickwork, mortar, mastic and all incidental items required to complete the installation. In the event that a new cone or flat top section is required, it will be paid for at the unit price Bid for **4-FOOT DIAMETER PRECAST MANHOLE**.
 - C. The unit price Bid for **ADJUST EXISTING BRICK MANHOLE** shall include all costs associated with raising or lowering an existing manhole including, but not limited to, excavation, shoring, dewatering, backfilling, compaction, removal or addition of brick, disposal of removed materials, grouting, steps, mortar and all incidental items required to complete the installation.
 - D. Payment for pavement patching associated with **ADJUST EXISTING MANHOLE** shall be paid for at the unit price Bid.

- E. Measurement for payment for **ADJUST EXISTING MANHOLE** will be made from the original manhole cover elevation to the proposed elevation of the new manhole cover. Vertical distance will be measured to the nearest tenth of a foot.

8. **Item 12 - Manhole Connections**

- A. The unit price Bid for **MANHOLE CONNECTIONS** shall include all costs associated with connecting a new sewer line to an existing manhole, including drop connection fittings, tees, or core and boot as appropriate for the type of connection, flow diversion, penetration of manhole wall, sealing connection, forming new invert and all incidental items required to complete the connection. Costs for excavation, shoring, dewatering, backfilling, compaction and bedding shall be included in the unit price Bid for **GRAVITY SEWER**.
- B. Measurement for payment for drop connection vertical pipe shall be made from the invert of the upstream sewer to the invert of the manhole. Payment for the measured vertical feet of pipe will be made for the unit price Bid for **GRAVITY SEWER**. Inside drop connection vertical piping will be paid for at the 0.0 to 6.0-foot depth price for gravity sewer. Outside drop connection vertical piping will be paid for based on the actual depth of the drop connection.

9. **Item 13 - Driveway and Road Repair and Replacement**

A. **General**

- 1. Payment for removing and replacing driveway and road asphalt and concrete pavement will be made based on the measured quantity replaced at the unit price Bid. The unit price Bid shall include all costs associated with cutting, removing, disposing of existing pavement, replacing and compaction and soil testing of base, sub base, concrete, asphalt and all related items as required, including providing select backfill if necessary, all traffic control and temporary measures for maintaining traffic.
 - 2. Payment shall be made only for that length for which the pipeline is constructed underneath or within four (4) feet of the edge of the pavement to a width as shown in the Standard Details and Specifications.
 - 3. No additional payment will be made for removing and replacing damaged adjacent pavement.
 - 4. No additional payment will be made for saw cutting of driveways or curbs.
- B. Payment for removing and replacing gravel driveways will be made based on the measured quantity replaced at the unit price Bid for **GRAVEL DRIVEWAY**. The unit price Bid shall include all costs associated with removing, replacing, and

compacting a minimum of four (4) inches of GAB or #57 stone, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width as limited by the Standard Details and Specifications.

- C. Payment for removing and replacing asphalt driveways will be made based on the measured quantity replaced at the unit price Bid for **ASPHALT DRIVEWAY**. The unit price Bid shall include all costs associated with cutting, removing existing pavement, disposing of removed materials, compacting and placing a minimum of four (4) inches of GAB and one and a half inches of Type E asphalt, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width as limited by the Standard Details and Specifications.
- D. Payment for removing and replacing residential concrete driveways will be made based on the measured quantity replaced at the unit price Bid for **CONCRETE DRIVEWAY - RESIDENTIAL**. The unit price Bid shall include all costs associated with cutting, removing existing concrete, disposing of removed materials, compacting sub base, and placing a minimum of four (4) inches concrete with reinforcing steel, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width to the nearest construction joint on either side of the new pipeline.
- E. Payment for removing and replacing commercial concrete driveways will be made based on the measured quantity replaced at the unit price Bid for **CONCRETE DRIVEWAY - COMMERCIAL**. The unit price Bid shall include all costs associated with cutting, removing existing concrete, disposing of removed materials, compacting sub base, and placing a minimum of six (6) inches concrete with reinforcing steel, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width to the nearest construction joint on either side of the new pipeline.
- F. Payment for removal and replacement of sidewalk shall be made at the unit price Bid for **CONCRETE SIDEWALK**. No payment for sidewalk shall be made where the centerline of the new pipe is more than five (5) feet from the closest edge of the sidewalk.

- G. Payment for removal and replacement of curb and gutter shall be made at the unit prices Bid for **CONCRETE CURB AND GUTTER**. No payment for curb and gutter shall be made where the centerline of the new pipe is more than five (5) feet from the closest edge of the curb and gutter.
- H. Payment for removal and replacement of asphalt pavement shall be made at the unit price Bid for **ASPHALT PAVEMENT REMOVAL AND REPLACEMENT**. The unit price Bid shall include all costs associated with cutting, removing existing pavement, disposing of removed materials, compacting and placing a minimum of six (6) inches of crusher run and one and a half inches of Type E asphalt, and all related items as required for a complete repair, including all traffic control and temporary measures. Payment will be made for the length for which the pipeline is constructed underneath the roadway and for the width as limited by the Standard Details and Specifications, or as approved by the City Engineer.
- I. No separate or additional payment shall be made for temporary measures required to make the road or driveway surface passable, including backfilling the top of the trench temporarily with crusher run or granular material or placing a temporary asphalt topping.

10. **Item 14 - Cast in Place Concrete**

- A. The unit price Bid for **CONCRETE PIERS** shall include all costs associated with installation of concrete piers under sewer line including excavation, backfill, compaction, dewatering, drilling grout holes, grouting dowels in place, concrete, reinforcement and all other work required for pier installation. Measurement for vertical height of the piers shall include the thickness of the footing.
- B. The cost of services of the consulting soil and foundation shall be included in the unit price Bid for concrete piers.
- C. The unit price Bid for **GENERAL CONCRETE PLACEMENT** shall include all costs of placing general concrete as directed by the City Engineer. General concrete placement shall only be used for concrete in addition to items listed elsewhere in the Bid.
- D. The unit price Bid for **CONCRETE - FLOWABLE FILL** shall include all costs of filling abandoned pipes with concrete as directed by the City Engineer. Flowable fill shall only be used for concrete in addition to items listed elsewhere in the Bid.

11. **Item 15 - Emergency Services**

- A. The following labor and equipment are included in the Bid for when the City needs manpower or additional equipment to assist in making emergency repairs other than

those specified above as unit price items. Hourly rate items below shall **NOT** apply when work is performed under non-emergency conditions. The Notice to Proceed for each project will indicate emergency or non-emergency project status. Once an emergency is declared contained by the City Engineer, the project will go forward as non-emergency utilizing line items and a Notice to Proceed will be issued for the remainder of the work.

- B. The unit price Bid for the following items shall include all costs for providing the specified personnel on an hourly basis as required by the City Engineer. Payment may be made for partial workdays where applicable. All overhead and direct costs, including all mobilization costs, for providing the labor, equipment, tools, supplies associated shall be included. Separate payments for items not included shall be agreed to prior to providing such items. No payment will be made for additional services provided without proper written notification to the City Engineer that the services being requested are additional.
1. Sewer Superintendent with Pickup Truck
 2. Sewer Crew Truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw, and miscellaneous hand tools, including Sewer Foreman and three (3) laborers
 3. Rubber Tire Front End Loader with Trailer and Operator
 4. Rubber Tire Backhoe with Trailer and Operator
 5. Excavator with Trailer and Operator
 6. Trench Compactor with Operator
 7. Mobile Air Compressor with hoses and air tools (Jackhammer, Pavement Breaker, Clay Spade, etc.)
- C. During emergency conditions, Contractor representative shall be on site within two (2) hours of notification of emergency work and Contractor workforce shall be on site within four (4) hours of notification to commence emergency repair work. Any failure to respond to an emergency request will be grounds for non-assignment of future projects and a poor performance evaluation.

EXHIBIT II
DETAILED SCOPE OF SERVICES
REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION

GENERAL

1. Scope

- A. The Bid Form (Bid) lists each item of the Project for which payment will be made. No payment will be made for any items other than those listed in the Bid unless specifically authorized, in writing, by the City Engineer.
- B. Required items of work and incidentals necessary for the satisfactory completion of the work which are not specifically listed in the Bid, and which are not specified in this Section to be measured or to be included in one of the items listed in the Bid, shall be considered as incidental to the work. All costs thereof, including Contractor's overhead costs and profit, shall be considered as included in the unit prices Bid for the various Bid items. The Contractor shall prepare the Bid accordingly.
- C. Work includes furnishing all labor, fuel, equipment, tools and materials, and performing all operations required to complete the work satisfactorily, in place, as specified and as indicated on the drawings and Standard Specifications provided by the City Engineer. The City Engineer may approve the use of City owned material from City Stockbridge provided the contractor replaces the material used within thirty (30) days with identical or functionally equivalent material, if approved by the City Engineer. If the material is not replaced in thirty (30) days, the cost of the material used will be deducted from the Contractor's invoice. In all instances where City Engineer approval is required, such approval must be in writing.

2. Descriptions

- A. Measurement of an item of work will be by the unit indicated in the Bid.
- B. Final payment quantities shall be determined from actual quantities installed and measured in the field.
- C. Payment will include all necessary and incidental related work not specified to be included in any other item of work listed in the Bid.

- D. Unless otherwise stated in individual sections of the Specifications or in the Bid, or as approved in writing by the City Engineer prior to beginning the work, no separate payment will be made for any item of work, materials, parts, equipment, supplies or related items required to perform and complete the work. The costs for all such items required shall be included in the price bid for item of which it is a part. In the event that the City Engineer requests work that is agreed on by both the City Engineer and the Contractor as not included in the Bid, that item of work will be paid for at actual cost (invoices required) plus 10% markup.
- E. Payment will be made by extending unit prices multiplied by quantities provided and then summing the extended prices to reflect actual work. Such price and payment shall constitute full compensation to the Contractor for furnishing all parts, labor, equipment, tools and materials not furnished by the City and for performing all operations required to provide to the City the entire Project, complete in place, as specified and as indicated on the Drawings.
- F. “Products” shall mean materials or equipment permanently incorporated into the work.
- G. “Provide” shall mean furnish and install.

3. Non-Payments

- A. No separate payment shall be made for the restoration of developed property and the cost shall be included in the overall prices for the execution of the work unless specifically noted otherwise.
- B. No separate payment shall be made for excavation, disposal of rubbish and debris, pipe bedding, backfill, dewatering of trench, repair of damaged properties. All testing required for the execution of the work shall be done as part of the price for the item involved.
- C. No separate payment shall be made for any traffic control, work area protection, recording, safety measures, set-up of equipment and set-up of staging area except as indicated below. Payment for these items shall be part of the unit price Bid for each particular item of work.
- D. No separate payment shall be made for providing detail surveys needed for construction. The Contractor shall be responsible in providing further survey necessary to complete the work. The Contractor shall carefully preserve the established points, and in case of willful or careless destruction, the Contractor shall be responsible for the costs of re-establishing the benchmarks, reference points and stakes.

BID ITEMS

1. Item 1 - Contractor Mobilization/Demobilization

All costs associated with mobilization of all required resources, a one-time cost for each non-emergency project assigned by the City, shall be included in the unit prices Bid for **CONTRACTOR MOBILIZATION/DEMOBILIZATION**, based on the project sizes listed in the Bid.

2. Items 2 through 6 - Water Mains and Ductile Iron Pipe (DIP) (Pressure Class 350)

A. Existing Utilities and Obstructions

1. **Horizontal Conflict:** Payments for conflicts with existing utilities shall be made only where additional fittings and/or additional lengths of pipe are approved by the City Engineer. Said payment shall be made at the unit prices in the Bid. No other payment will be made for any delay or extra cost encountered by the Contractor due to protection, avoidance or relocation of existing utilities, mains or services or changing the horizontal alignment of the water main.

2. **Vertical Conflict:** Where authorized by the City Engineer, payment for additional depth of cut required to avoid vertical conflicts shall be made at the unit prices Bid for water main. No payment will be made for relocation of existing utilities except as authorized by the City Engineer.

B. **Location and Grade:** No separate payment shall be made for survey work performed by or for the Contractor in the establishment of reference points, bench marks, cut sheets, limits of right of way or easement, including their restoration, as well as centerline or baseline points.

C. **Construction along Highways, Streets and Roadways:** No separate payment shall be made for traffic control or maintaining highways, streets, roadways and driveways, except as authorized by the City Engineer.

D. Ductile Iron Pipe Water Main

1. Payment for water main shall be made at the unit price Bid for **WATER MAIN**, for the quantity and type provided at the appropriate depth. Payment will be made at the unit price for the actual depth of the water line

2. Measurement for payment at the unit price for **WATER MAIN** shall be made along the centerline of the pipe, through valves and fittings. Depth of cut shall be measured from pipe invert to ground level at the pipe centerline. Cut sheets prepared by the Contractor and approved by the City Engineer shall be the basis for payment.

3. The unit price Bid for **WATER MAIN** shall include all costs for installation of the water line as required including, but not limited to, materials, labor, excavation, dewatering, shoring, bedding, haunching, backfill, compaction, clean-up, testing, and all other related items not listed as separate items in the Bid.
4. No payment shall be made for sections of pipe which are not installed.
5. No additional payment shall be made for replacement of defective materials.
6. No payment shall be made for sections of pipe which have not passed the required tests, or if the area has not been cleaned up to the satisfaction of the City Engineer.
7. No separate payment will be made for cutting and beveling pipe.
8. **Thrust Restraint/Joint Restraint:** Joint restraint will be the preferred method of restraint. The method of restraint will be determined by the City Engineer. No separate payment will be made for retainer glands or harnessing. Payment for concrete thrust collars shall be made at the unit price Bid for **CONCRETE THRUST COLLARS**.

3. **Item 7 – Fittings**

- A. The unit price Bid for **FITTINGS** shall include the costs of fittings and all joint accessories and the cost of all related blocking. The weight of fittings used for payment shall be AWWA C110 standard weight for C110 fittings, or AWWA C153 standard weight for C153 fittings and shall not include the weight of bolts, glands or cement lining.
- B. Weight of fittings for payment for diameters fifty-four (**54**) inches and larger shall be manufacturer's standard weight and shall not include weight of bolts, glands or cement lining.
- C. Anchor couplings not included in a fire hydrant assembly will be paid for at the unit price Bid for **FITTINGS** and shall not be included in the quantities measured for water main. Weight for payment of anchor couplings will be determined from the manufacturer's standard weight, including the coupling and rotating split gland.
- D. Hydrant tees not included in a fire hydrant assembly will be paid for at the unit price Bid for **FITTINGS**. Weight for payment of anchor couplings will be determined from the manufacturer's standard weight.

4. **Item 8 - Fire Hydrants**

- A. Fire Hydrants shall be 5 ¼" valve opening and be M&H 129 or approved equivalent. Payment for fire hydrants shall be made for the actual quantity installed at the unit price Bid for **FIRE HYDRANT ASSEMBLY**. The unit price Bid for fire hydrant assembly shall include all costs associated with providing a complete fire hydrant assembly, except as listed below, including 4 1/2 feet depth of bury fire hydrant, six (6) inch gate valve, valve box, related blocking, gravel drain, grade-lock fitting, anchor couplings, hydrant tee and all associated labor and materials.
- B. Payment for hydrant lead piping and blow off piping will be made at the unit price Bid for **HYDRANT EXTENSION**, except when anchor couplings are used.
- C. Fittings for blow off and air release hydrant leads will be paid for at the unit price Bid for **FITTINGS**.
- D. Payment for hydrant extension sections where the depth of bury of fire hydrants is greater than 4 1/2 feet shall be made to the nearest half foot at the unit price Bid for **HYDRANT EXTENSION**. No distinction shall be made between the additional barrel lengths provided by measuring and ordering the proper depth of bury for the hydrants and the additional barrel length provided by adding extension kits after the hydrant is ordered. The unit price Bid for **HYDRANT EXTENSION** shall include the cost of valve extension stems.
- E. **Salvage Existing Hydrant:** Measurement for payment for removal and salvaging or disposal of existing fire hydrants shall be based on the actual quantity at the unit price Bid per each hydrant removed. The unit price Bid shall include all costs associated with removal of the hydrant assembly, plugging the existing main, restoration of the area, transportation of the salvaged hydrant assembly to the City's public works facility or disposal of the assembly if directed by the City Engineer.

5. **Item 9 - Valves and Valve Adjustments**

- A. **Valves:** The unit price Bid for **VALVES** shall include the cost of providing the valve, extension stem, valve box, valve marker, all joint accessories and all other related items.
- B. **Valve Adjustments in Pavement (0'-5')** - The unit price Bid for **VALVE ADJUSTMENTS IN PAVEMENT (0'-5')** shall include the cost of providing the new valve box and lid or six (6) inch ductile iron pipe, excavation, backfill, concrete pad, pavement repair and all other related items.
- C. **Valve Adjustments in Pavement (5' or greater)-** The unit price Bid for **VALVE ADJUSTMENTS IN PAVEMENT (5' or greater)** shall include the cost of

providing the new valve box and lid or six (6) inch ductile iron pipe, valve extension, excavation, backfill, concrete pad, pavement repair and all other related items.

- D. **Valve Adjustments out of Pavement (0'-5')** - The unit price Bid for **VALVE ADJUSTMENTS OUT OF PAVEMENT (0'-5')** shall include the cost of providing the new valve box and lid or six (6) inch ductile iron pipe, manufactured concrete pad, excavation, backfill and all other related items.
- E. **Valve Adjustments out of Pavement (5' or greater)** - The unit price Bid for **VALVE ADJUSTMENTS OUT OF PAVEMENT (5' or greater)** shall include the cost of providing the new valve box and lid or six (6) inch ductile iron pipe, valve extension, manufactured concrete pad, excavation, backfill and all other related items.

6. **Item 10 through 12 – Connections to Existing Water Lines**

- A. The unit price Bid for **TAPPING SLEEVES AND VALVES** shall include the cost of locating the existing line, providing the sleeve, valve, extension stem, valve box, valve marker, all joint accessories, related support blocking and accessories, and all labor, materials, and tools required for a complete installation, including tapping the existing line. Payment for required thrust blocking will be paid for at the unit price Bid for **CONCRETE THRUST BLOCKING**.
- B. The unit price Bid for **CUT IN CONNECTION** shall include the cost of locating and cutting the existing line and making the connection of the new line to the existing line, including all labor, materials and tools required for a complete installation. All required fittings, valves, ductile iron water main and thrust blocking will be paid for at the unit price Bid for the item to which it pertains.
- C. The unit price Bid for **STRAIGHT CONNECTION** shall include the cost of locating the existing line, removing existing plugs or other fittings and cutting the existing line, making connection of the new line to the existing line, including all labor, materials and tools required for a complete installation. All required fittings, valves, ductile iron water main and thrust blocking will be paid for at the unit price Bid for the item to which it pertains.

7. **Item 13 – Abandon Existing Water Main**

- A. **Cut and Plug/Deadman Restraint:** The unit price Bid for **CUT AND PLUG/DEADMAN RESTRAINT** shall include all costs associated with cutting and plugging an existing water line, including locating the existing line, excavation, dewatering, cutting the line as necessary to remove the existing pipe and as directed by the City Engineer, plugging openings where the cuts were made, providing all

anchors, rods, straps and all other related items. Payment will be made for the quantity installed at the unit price Bid for the appropriate size water main.

- B. Payment for plugs will be made at the unit price Bid for **FITTINGS**.
- C. Payment for concrete thrust blocking or thrust collars will be made at the unit price Bid for the appropriate item.
- D. No separate payment will be made for clean-up, pressure testing, and disinfection. All costs associated with clean up, laboratory testing, pressure testing and disinfection of water main shall be included in the unit price Bid for **WATER MAIN**

8. **Item 14 – Water Service Connections**

- A. The unit price Bid for **NEW 3/4-INCH SERVICE LINE** shall include all variable labor and materials associated with installation of a new water service line, including 3/4-inch copper tubing from the water main to the water meter. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- B. The unit price Bid for **NEW 1-INCH SERVICE LINE** shall include all variable labor and materials associated with installation of a new water service line, including 1- inch copper tubing from the water main to the water meter. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- C. The unit price Bid for **NEW 1-1/2-INCH SERVICE LINE** shall include all variable labor and materials associated with installation of a new water service line, including 1-1/2-inch copper tubing from the water main to the water meter. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- D. The unit price bid for **NEW 2-INCH SERVICE LINE** shall include all variable labor and materials associated with installation of a new water service line, including 2- inch copper tubing from the water main to the water meter. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.

9. **Item 15 – Water Service Changeovers**

- A. The unit price Bid for **CHANGEOVER SETUP** shall include fixed labor and materials associated with replacement of an existing water service connection, including locating the existing service, abandoning the existing service line, any necessary boring and any associated pavement removal and replacement necessary

to accomplish the work. The unit price Bid for **CHANGEOVER SETUP** shall include direct tap, corporation stop, curb stop, associated fittings required for a complete installation, but not including the copper service line itself. It is assumed that the meter and meter box will remain in place and will be reused. Measurement for payment will be made on the number of service changeovers installed, at the unit price Bid for **EACH** setup.

- B. The unit price Bid for **REPLACE EXISTING WITH 3/4-INCH SERVICE LINE** shall include all variable labor and materials associated with replacement of an existing water service line, including 3/4-inch copper tubing from the water main to the water meter and not including items included in **CHANGEOVER SETUP** above. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- C. The unit price Bid for **REPLACE EXISTING WITH 1-INCH SERVICE LINE** shall include all variable labor and materials associated with replacement of an existing water service line, including 1-inch copper tubing from the water main to the water meter, and not including items included in **CHANGEOVER SETUP** above. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- D. The unit price Bid for **REPLACE EXISTING WITH 1-1/2-INCH SERVICE LINE** shall include all variable labor and materials associated with replacement of an existing water service line, including 1-1/2-inch copper tubing from the water main to the water meter, and not including items included in **CHANGEOVER SETUP** above. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- E. The unit price Bid for **REPLACE EXISTING WITH 2-INCH SERVICE LINE** shall include all variable labor and materials associated with replacement of an existing water service line, including 2-inch copper tubing from the water main to the water meter, and not including items included in **CHANGEOVER SETUP** above. Measurement for payment will be made from the tap to the water meter, per linear foot actually installed.
- F. Payment for **WATER METER RELOCATION** will be made only as ordered by the City Engineer, in addition to payment for service changeovers as appropriate. The unit price Bid for **WATER METER RELOCATION** shall include all additional work required beyond the fixed cost for changeover setup plus the linear foot cost for replacing an existing service line. The unit price Bid shall include disconnecting the existing meter, pressure reducing valve and back flow preventer, moving the meter, meter box, pressure reducing valve and back flow preventer to

the new location; reconnecting the meter, pressure reducing valve and back flow preventer to the existing house service line including up to ten (10) linear feet of house side copper tubing, reinstalling the meter box for the meter in accordance with the drawings and providing a new valve box for the pressure reducing valve.

10. **Item 16 – Precast Valve Vault or Manhole**

- A. The unit price Bid for **4 OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE**, at the depths listed in the Bid, shall include all costs associated with construction of a complete valve vault or manhole on a new water line, including excavation, shoring, dewatering, backfilling, compaction, crushed stone bedding, grouting and all incidental items required to complete the installation.
- B. Measurement for payment at the unit price for **PRECAST VALVE VAULT OR MANHOLE** shall be made from the outside bottom of the vault or manhole to the top of the top section. Payment will be made at the unit price for the actual depth of the vault or manhole.

11. **Item 17 - Storm Drain Pipe Installation**

- A. The unit price Bid for **STORM DRAIN PIPE** shall include all costs associated with the installation or replacement of the appropriate size and type of storm drain piping associated with construction of a water line, where directed by the City Engineer. Costs for excavation, shoring, dewatering, backfilling, compaction and bedding shall be included in the unit price Bid for **WATER MAIN**.
- B. Measurement for payment will be made along the centerline of the storm drain pipe installed.
- C. No separate payment will be made for support of existing pipe when installing new water line over or under existing storm water piping. All costs for support shall be included in the unit price Bid for **WATER MAIN**.
- D. Costs for removing and replacing existing storm water pipe for ease of construction when installing new water line shall be included in the unit price Bid for **WATER MAIN**. Payment for storm drain pipe will only be made where removal or replacement is approved or ordered by the City Engineer prior to removal.

12. **Item 18 – Driveway and Road Repair and Replacement**

A. **General**

1. Payment for removing and replacing driveway and road asphalt and concrete pavement will be made based on the measured quantity replaced at the unit price Bid. The unit price Bid shall include all costs associated with cutting, removing, disposing of existing pavement, replacing and compaction and soil testing of base, sub base, concrete, asphalt, and all related items as required, including providing select backfill if necessary, all traffic control and temporary measures for maintaining traffic.
2. Payment shall be made only for that length for which the pipeline is constructed underneath or within four (4) feet of the edge of the pavement to a width as shown in the Standard Details and Specifications.
3. No additional payment will be made for removing and replacing damaged adjacent pavement.
4. No additional payment will be made for saw cutting of driveways or curbs.

B. Payment for removing and replacing gravel driveways will be made based on the measured quantity replaced at the unit price Bid for **GRAVEL DRIVEWAY**. The unit price Bid shall include all costs associated with removing, replacing, and compacting a minimum of four (4) inches of GAB or #57 stone, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width as limited by the Standard Details and Specifications.

C. Payment for removing and replacing asphalt driveways will be made based on the measured quantity replaced at the unit price Bid for **ASPHALT DRIVEWAY**. The unit price Bid shall include all costs associated with cutting, removing existing pavement, disposing of removed materials, compacting and placing a minimum of four (4) inches of GAB and one and a half inches of Type E asphalt, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width as limited by the Standard Details and Specifications.

D. Payment for removing and replacing residential concrete driveways will be made based on the measured quantity replaced at the unit price Bid for **CONCRETE DRIVEWAY - RESIDENTIAL**. The unit price Bid shall include all costs associated with cutting, removing existing concrete, disposing of removed

materials, compacting sub base, and placing a minimum of four (4) inches concrete with reinforcing steel, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width to the nearest construction joint on either side of the new pipeline.

- E. Payment for removing and replacing commercial concrete driveways will be made based on the measured quantity replaced at the unit price Bid for **CONCRETE DRIVEWAY - COMMERCIAL**. The unit price Bid shall include all costs associated with cutting, removing existing concrete, disposing of removed materials, compacting sub base, and placing a minimum of six (6) inches concrete with reinforcing steel, and all related items as required for a complete driveway repair, including all traffic control and temporary measures for maintaining access. Payment will be made for the length for which the pipeline is constructed underneath the driveway and for the width to the nearest construction joint on either side of the new pipeline.
- F. Payment for removal and replacement of sidewalk shall be made at the unit price Bid for **CONCRETE SIDEWALK**. No payment for sidewalk shall be made where the centerline of the new pipe is more than five (5) feet from the closest edge of the sidewalk.
- G. Payment for removal and replacement of curb and gutter shall be made at the unit prices Bid for **CONCRETE CURB AND GUTTER**. No payment for curb and gutter shall be made where the centerline of the new pipe is more than five (5) feet from the closest edge of the curb and gutter.
- H. Payment for removal and replacement of asphalt pavement shall be made at the unit price Bid for **ASPHALT PAVEMENT REMOVAL AND REPLACEMENT**. The unit price Bid shall include all costs associated with cutting, removing existing pavement, disposing of removed materials, compacting and placing a minimum of six (6) inches of crusher run and one and a half inches of Type E asphalt, and all related items as required for a complete repair, including all traffic control and temporary measures. Payment will be made for the length for which the pipeline is constructed underneath the roadway and for the width as limited by the Standard Details and Specifications, or as approved by the City Engineer.
- I. No separate or additional payment shall be made for temporary measures required to make the road or driveway surface passable, including backfilling the top of the trench temporarily with crusher run or granular material or placing a temporary asphalt topping.

13. **Item 19 – Cast in Place Concrete**

- A. **Structural Concrete:** The unit price Bid for **STRUCTURAL CONCRETE** shall include all costs associated with placing concrete as directed by the City Engineer including excavation, dewatering, formwork, placing of concrete and all associated labor, tools and materials.
- B. **Concrete Thrust Collars:** The unit price Bid for **CONCRETE THRUST COLLARS** shall include all associated costs including high early strength concrete, reinforcing, forming and weld on collar or split retainer gland as directed by the City Engineer. Measurement for payment shall be made at the unit price in the Bid for the quantity of installed concrete for the appropriate size pipe.
- C. The cost of services of the consulting soil and foundation shall be included in the unit price Bid for concrete piers.

14. **Item 21 - Emergency Services**

- A. The following labor and equipment are included in the Bid for when the City needs manpower or additional equipment to assist in making emergency repairs other than those specified above as unit price items. Hourly rate items below shall **NOT** apply when work is performed under non-emergency conditions. The Notice to Proceed for each project will indicate emergency or non-emergency project status. Once an emergency is declared contained by the City Engineer, the project will go forward as non-emergency utilizing line items and a Notice to Proceed will be issued for the remainder of the work.
- B. The unit price Bid for the following items shall include all costs for providing the specified personnel on an hourly basis as required by the City Engineer. Payment may be made for partial workdays where applicable. All overhead and direct costs, including all mobilization costs, for providing the labor, equipment, tools, supplies associated shall be included. Separate payments for items not included shall be agreed to prior to providing such items. No payment will be made for additional services provided without proper written notification to the City Engineer that the services being requested are additional.
- C. During emergency conditions, Contractor representative shall be on site within two (2) hours of notification of emergency work and Contractor workforce shall be on site within four (4) hours of notification to commence emergency repair work. Any failure to respond to an emergency request will be grounds for non-assignment of future projects and a poor performance evaluation.

ATTACHMENT A
COST PROPOSAL FORM
REQUEST FOR PROPOSALS (RFP) NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION

Responder: Please complete the attached Cost Proposal Form and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 2020-0026 and Annual On-Call Water and Sewer Emergency Repair, Operational Repair, Maintenance and Construction" clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with the City of Stockbridge according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal:

Title of Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

COST PROPOSAL

Instructions: The successful Contractor is required to furnish all labor, travel, resources, materials, equipment and services required to satisfactorily complete the installation and set-up of all items as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Bid Pricing Form. Please do not make modifications to this form as any change may render Contractor's Bid nonresponsive. Please complete the form in its entirety. PLEASE INSERT THE TOTAL COST FOR EACH COST PROPOSAL ITEMS 1 THRU 132 BID SUMMARY:

Item No.	Item Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
8 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
1	Depth 0 – 6 Feet	LF	\$	\$
2	Depth 6.1 – 12 Feet	LF	\$	\$
3	Depth 12.1 – 18 Feet	LF	\$	\$
4	Depth Installed in 16 Inch Steel Casing	LF	\$	\$
8 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 1-4)				\$

Item No.	Item Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
8 INCH PVC SDR 26 GRAVITY SEWER				
5	Depth 0 – 6 Feet	LF	\$	\$
6	Depth 6.1 – 12 Feet	LF	\$	\$
7	Depth 12.1 – 18 Feet	LF	\$	\$
8	Depth Installed in 16 Inch Steel Casing	LF	\$	\$
8 INCH PVC SDR 26 GRAVITY SEWER (TOTAL ITEM NO. 5-8)				\$

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
10 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
9	Depth 0 – 6 Feet	LF	\$	\$
10	Depth 6.1 – 12 Feet	LF	\$	\$
11	Depth 12.1 – 18 Feet	LF	\$	\$
12	Depth Installed in 18 Inch Steel Casing	LF	\$	\$
10 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 9-12)				\$

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
10 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER				
13	Depth 0 – 6 Feet	LF	\$	\$
14	Depth 6.1 – 12 Feet	LF	\$	\$
15	Depth 12.1 – 18 Feet	LF	\$	\$
16	Depth Installed in 18 Inch Steel Casing	LF	\$	\$
10 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER (TOTAL ITEM NO. 13-16)				\$

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
12 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
17	Depth 0 – 6 Feet	LF	\$	\$
18	Depth 6.1 – 12 Feet	LF	\$	\$
19	Depth 12.1 – 18 Feet	LF	\$	\$
20	Depth Installed in 20 Inch Steel Casing	LF	\$	\$
12 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 17-20)				\$

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
12 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER				
18	Depth 0 – 6 Feet	LF	\$	\$
19	Depth 6.1 – 12 Feet	LF	\$	\$
20	Depth 12.1 – 18 Feet	LF	\$	\$
21	Depth Installed in 20 Inch Steel Casing	LF	\$	\$
12 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER (TOTAL ITEM NO. 18-21)				\$

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Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
HDPE PIPE SLIP LINING				
22	Diameter 8 Inches	LF	\$	\$
23	Diameter 10 Inches	LF	\$	\$
24	Diameter 12 Inches	LF	\$	\$
HDPE PIPE SLIPLINING (TOTAL ITEM NO. 22-24)				\$

Item No.	Item e Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
SERVICE LINE RECONNECTIONS				
25	By excavation of HDPE, pipe bursting or CIPP 0 – 10' depth	EA	\$	\$
26	By excavation of HDPE, pipe bursting or CIPP greater than 10' depth	EA	\$	\$
27	By internal reinstatement for CIPP	EA	\$	\$
SERVICE LINE RECONNECTIONS (TOTAL ITEM NO. 25-27)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER MANHOLE REHABILITATION – SPRAY ON CEMENTIOUS				
28	Depth Up to 5 Feet	VF	\$	\$
29	Depth 6.0 – 10 Feet	VF	\$	\$
30	Depth 11.0 – 15 Feet	VF	\$	\$
4 FOOT DIAMETER MANHOLE REHABILITATION – SPRAY ON CEMENTIOUS (TOTAL ITEM NO. 28-30)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER PRECAST MANHOLE				
31	Depth Up to 6 Feet	VF	\$	\$
32	Depth 6.1 – 12 Feet	VF	\$	\$
33	Depth 12.1 – 18 Feet	VF	\$	\$
4 FOOT DIAMETER PRECAST MANHOLE (TOTAL ITEM NO. 31-33)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER PRECAST DOGHOUSE MANHOLE				
34	Depth Up to 5 Feet	VF	\$	\$
35	Depth 5.1 – 10 Feet	VF	\$	\$
36	Depth 10.1 – 15 Feet	VF	\$	\$
37	Depth 15.1 – 20 Feet	VF	\$	\$
4 FOOT DIAMETER PRECAST DOGHOUSE MANHOLE (TOTAL ITEM NO. 34-37)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE ASSESSORIES				
38	Safety Platform	EA	\$	\$
39	Standard Ring and Cover	EA	\$	\$
40	Standard Ring and Cover – Traffic Rated	EA	\$	\$
41	Bolt down Watertight Ring and Cover	EA	\$	\$
42	Hinged (Pamrex or Equivalent) Ductile Iron Ring and Cover	EA		
MANHOLE ASSESSORIES (TOTAL ITEM NO. 38 - 42)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE MODIFICATIONS				
43	Adjust Existing Manhole Cover to Grade (In Pavement)	EA	\$	\$
44	Adjust Existing Manhole Cover to Grade (Out of Pavement)	EA	\$	\$
45	Adjust Existing Precast Manhole	EA	\$	\$
46	Adjust Existing Brick Manhole	EA	\$	\$
47	Hinged (Pamrex or Equivalent) Ductile Iron Ring and Cover	EA		
MANHOLE MODIFICATIONS (TOTAL ITEM NO. 43 - 47)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE CONNECTIONS				
48	8" Inside Drop Connection	EA	\$	\$
49	8" Outside Drop Connection	EA	\$	\$
50	8" Core and Boot	EA	\$	\$
51	10" Core and Boot	EA	\$	\$
MANHOLE CONNECTIONS (TOTAL ITEM NO. 48 - 51)				\$

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE CONNECTIONS				
52	Gravel Driveway Replacement	Per SY	\$	\$
53	Asphalt Driveway Replacement	Per SY	\$	\$
54	Concrete Driveway Replacement Residential	Per SY	\$	\$
55	Concrete Driveway Replacement Commercial	Per SY	\$	\$
56	Concrete Sidewalk	Per SY	\$	\$
57	Concrete Curb and Gutter	Per LF	\$	\$
58	Asphalt Pavement Removal and Replacement	Per SY	\$	\$
MANHOLE CONNECTIONS (TOTAL ITEM NO. 52 - 58)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CAST IN PLACE CONCRETE				
59	Concrete Piers	Per VF	\$	\$
CAST IN PLACE CONCRETE (TOTAL ITEM NO. 59)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
EMERGENCY SERVICES				
60	Sewer Superintendent with pickup truck	Per HR	\$	\$
61	Sewer crew truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw and miscellaneous hand tools, including Sewer Foreman and three (3) laborers	Per HR	\$	\$
62	Rubber tire front end loader with trailer and operator	Per HR	\$	\$
63	Rubber tire backhoe with trailer and operator	Per HR	\$	\$
64	Excavator with trailer and Operator	Per HR	\$	\$
65	Trench compactor with Operator	Per HR	\$	\$
66	Mobile air compressor with hoses and air tools (jackhammer, etc.)	Per HR	\$	\$
EMERGENCY SERVICES (TOTAL ITEM NO. 60 - 66)				\$

COST PROPOSAL WATER SERVICES

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICES				
67	6 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
68	8 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
69	10 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
68	12 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
69	16 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$	\$
70	Fittings	Per LB	\$	\$
(TOTAL ITEM NO. 67 - 70)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
FIRE HYDRANTS				
71	Fire Hydrant Assembly	EA	\$	\$
72	Hydrant Extension	Per LF	\$	\$
73	Salvage Existing Hydrant and Return to City	EA	\$	\$
(TOTAL ITEM NO. 71- 73)				\$

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
VALVES				
74	6" Gate Valve	EA	\$	\$
75	8" Gate Valve	EA	\$	\$
76	10" Gate Valve	EA	\$	\$
77	12" Gate Valve	EA	\$	\$
78	16" Gate Valve	EA	\$	\$
79	Valve Adjustments in Pavement (0 – 5')	EA	\$	\$
80	Valve Adjustments in Pavement (5' or Greater)	EA	\$	\$
81	Valve Adjustments Out of Pavement (5' or Greater)	EA	\$	\$
VALVES (TOTAL ITEM NO. 74 – 81)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – TAPPING SLEEVE AND VALVE				
82	8 X 8 Tapping Sleeve and Valve	EA	\$	\$
83	10 X 8 Tapping Sleeve and Valve	EA	\$	\$
84	10 X 10 Tapping Sleeve and Valve	EA	\$	\$
85	12 X 10 Tapping Sleeve and Valve	EA	\$	\$
86	12 X 12 Tapping Sleeve and Valve	EA	\$	\$
CONNECTIONS TO EXISTING WATER LINES – TAPPING SLEEVE AND VALVE (TOTAL ITEM NO. 82 - 86)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – CUT IN CONNECTIONS				
87	Cut in Connection on 6” Line	EA	\$	\$
88	Cut in Connection Valve on 8” Line	EA	\$	\$
89	Cut in Connection on 10” Line	EA	\$	\$
90	Cut in Connection on 12” Line	EA	\$	\$
91	Cut in Connection on 16” Line	EA	\$	\$
CONNECTIONS TO EXISTING WATER LINES – CUT IN CONNECTIONS (TOTAL ITEM NO. 87 - 91)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – STRAIGHT CONNECTIONS				
92	Straight Connection on 6” Line	EA	\$	\$
93	Straight Connection on 8” Line	EA	\$	\$
94	Straight Connection on 10” Line	EA	\$	\$
95	Straight Connection on 12” Line	EA	\$	\$
96	Straight Connection on 16” Line	EA	\$	\$
CONNECTIONS TO EXISTING WATER LINES – STRAIGHT CONNECTIONS (TOTAL ITEM NO. 92 - 96)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
ABANDON EXISTING WATER MAIN				
97	Cut and Plug Deadman Restraint 1 ½ to 6” Line	EA	\$	\$
98	Cut and Plug Deadman Restraint 8 to 12” Line	EA	\$	\$
ABANDON EXISTING WATER MAIN (TOTAL ITEM NO. 97 - 98)				\$

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICE CONNECTIONS				
99	New ¾" Service Line	LF	\$	\$
100	New 1" Service Line	LF	\$	\$
101	New 1 1/2" Service Line	LF	\$	\$
102	New 2" Service Line	LF	\$	\$
WATER SERVICE CONNECTIONS (TOTAL ITEM NO. 99 - 102)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICE CONNECTIONS				
103	Changeover Setup	EA	\$	\$
104	Replace Existing ¾" Service Line	LF	\$	\$
105	Replace Existing 1" Service Line	LF	\$	\$
106	Replace Existing 1 1/2" Service Line	LF	\$	\$
107	Replace Existing 2" Service Line	LF	\$	\$
108	Water Meter Relocation	EA	\$	\$
WATER SERVICE CONNECTIONS (TOTAL ITEM NO. 103 - 108)				\$

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4- OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE				
109	0.0 – 8 Feet Deep	VF	\$	\$
110	Greater Than 8 Feet Deep	VF	\$	\$
4- OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE (TOTAL ITEMS 109 – 110)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
STORM DRAINPIPE				
111	12” RCP	LF	\$	\$
112	12” CMP	LF	\$	\$
113	18” RCP	LF	\$	\$
114	18” CMP	LF	\$	\$
115	24” RCP	LF	\$	\$
116	24” CMP	LF	\$	\$
117	36” RCP	LF	\$	\$
118	36” CMP	LF	\$	\$
STORM DRAINPIPE (TOTAL ITEMS 111 – 118)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
DRIVEWAY AND ROAD REPAIR AND REPLACEMENT				
119	Gravel Driveway Replacement	SY	\$	\$
120	Asphalt Driveway Replacement	SY	\$	\$
121	Concrete Driveway Replacement Residential	SY	\$	\$
122	Concrete Driveway Replacement Commercial	SY	\$	\$
123	Concrete Sidewalk	SY	\$	\$
124	Concrete Curb and Gutter	LF	\$	\$
125	Asphalt Pavement Removal and Replacement	SY	\$	\$
DRIVEWAY AND ROAD REPAIR AND REPLACEMENT (TOTAL ITEMS 119 – 125)				\$

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CAST IN PLACE CONCRETE				
126	Gravel Driveway Replacement	SY	\$	\$
127	Asphalt Driveway Replacement	SY	\$	\$
128	Concrete Driveway Replacement Residential	SY	\$	\$
CAST IN PLACE CONCRETE (TOTAL ITEMS 126 – 128)				\$

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
EMERGENCY SERVICES				
126	Water Superintendent with pickup truck	HR	\$	\$
127	Water crew truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw and miscellaneous hand tools, including Sewer Foreman and three (3) laborers	HR	\$	\$
128	Rubber tire front end loader with trailer and operator	HR	\$	\$
129	Rubber tire backhoe with trailer and operator	HR	\$	\$
130	Trench compactor with Operator	HR	\$	\$
131	Mobile air compressor with hoses and air tools (jackhammer, etc.)	HR	\$	\$
EMERGENCY SERVICES (TOTAL ITEMS 126 – 131)				\$
OVERALL TOTAL AMOUNT (TOTAL ITEMS 1-132)				

ITEM 132 – CONTRACTOR MOBILIZATION

For Each Project Less Than \$25,000 \$500.00/EA

For Each Project \$25,000 to \$75,000 \$1,000.00/EA

For Each Project Greater Than \$75,000 \$1,500.00/EA

Please complete the form in its entirety. PLEASE INSERT THE TOTAL COST FOR EACH COST PROPOSAL ITEMS 1 THRU 132 BID SUMMARY:

OVERALL ESTIMATED TOTAL (ITEMS NUMBER 1 THRU 132) \$_____

Total points awarded for price will be determined by applying the following formula:
(Lowest Overall Annual Contract Cost /Proposer's Price) x 35 = Price Score
Please note that prices may be negotiated in the best interest of the City after the scoring is completed

SIGNATURES If sole owner, sign here: I sign as sole owner of the business named above.

_____ Date _____

If partnership or corporation: One or more partners or corporate officers sign here:

The undersigned certify that they sign this proposal with full and proper authority to do so.

By: _____ Title _____

By: _____ Title _____

Date: _____

END OF PROPOSAL FORM

3.4 REJECTION AND WITHDRAWAL OF PROPOSALS

- a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight-hour period.
- B. The City will make a recommendation of the proposal to the City Council within 60 days from date of the opening.
- c. The City may reject all or part of the proposal within 60 days of proposal opening.

3.5 PROPOSAL AND CONTRACT DOCUMENTS

- a. A proposal executed by an attorney or agent on behalf of the Bidder shall be accompanied By an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder Corporation:

If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized Agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term - The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the proposals/bid submitted by the successful Contractor.

3.6 ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

3.7 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Stockbridge, or any work performed in connection therewith is the responsibility of the vendor(s).

3.8 CODES, PERMITS, FEED, LICENSES AND LAW

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are complying. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal must be signed by the contractor and will become part of the contract.

3.9 SAFETY

All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and CITY Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

3.10 DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the industry Acceptable standards of engineering practices and/or professional services.

3.11 STATEMENT OF WARRANTY

A Statement of Warranty should include all applicable manufacturers' warranty and the Contractor's warranty regarding equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

3.12 NONDISCRIMINATION

Notwithstanding any other provision of this Agreement, during the performance of this Agreement, Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

3.13 DRUG FREE WORKPLACE CERTIFICATION

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drugfree Workplace Act", have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Contractor's employees during performance of the contract; and
- b. 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 Paragraph (7) of Sub-section (b) of Code Section 50-24-3".

- c. The Contractor further certifies that he 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.
- d. Contractor may be suspended, terminated, or debarred if it is determined that:
 - (1) The Contractor has made false certification hereinabove; or
 - (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 5 0-24-3.

3.14 GEORGIA SECURITY AND IMMIGRATION ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City of Stockbridge and the successful Contractor.

3.15 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM

Since a contract has been deemed a "public benefit," the contractor or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SA VE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The contractor must execute a SA VE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the contractor is not a U.S. citizen, then the local government must run that contractor through the SAVE system. Only non-U.S. citizens can be processed through the SA VE program.

3.16 DELIVERY AND F.O.B. DESTINATION

- A. All prices shall include shipping and delivery cost to our destination, F.O.B., Stockbridge, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The City will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The City desires delivery of the product(s) or service(s) as specified at the earliest

possible Time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

3.17 LOCAL VENDOR PREFERENCE (NOT APPLICABLE)

In the event that a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one (1) or more responsive, responsible local businesses is within five percent (5%) of the price submitted by the non-local business (and the other terms and conditions of the two bids are substantially the same), then that local business shall have the opportunity to submit, within five (5) working days of the notice of intent to award, a final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The contract shall then be awarded to the responsive, responsible business submitting the lowest best and final bid. (See Section 3.30.100 - Competitive sealed bids)

3.18 CITY DIRECTION OF PROJECT SITE AND MONITORING OF WORK

- a. The Contractor may have a Project Coordinator, but the project site shall remain under the control of the City of Stockbridge. The Contractor shall provide and make available an appointee to the City for project coordination and supervision of Proposer installation personnel. Coordination consist of meeting with the City of Stockbridge representatives to review the project; on site walk throughout of installation area(s) before the installation begins; review installation procedures; review installation progress and to handle any problems during installation until project completion.
- b. The successful Proposer will promptly correct all work rejected by the City as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether fabricated, installed, or completed. The successful Proposer will bear all costs of correcting such rejected work.
- c. The Contractor shall insure all trash generated by work performed shall be removed from the site and properly disposed as each work operation are completed in a given area. Additionally, the Contractor shall ensure all disturbances to the area where the Contractor performed work are restored to the same condition prior to start of the project. If an inspection reveals that the Contractor fails to clean up after work has been performed. The City will notify the Contractor of the discrepancy and the Contractor will have twenty-four (24) hours to make the correction. Should the Contractor still fail to clean the area, the City reserves the right to make other arrangements to have the area cleaned and the City shall deduct the cost from the Contractor's invoice.
- d. No one except authorized employees of the Contractor is allowed on the premises of the City facilities. Contractor employees are not to be accompanied in their work area by

acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.

- e. All information disclosed by the City to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor while performing such work is to be kept strictly confidential.

3.19 AUTHORITY TO SIGN

- a. If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- a. The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

3.20 PROPOSAL SECURITY AND PERFORMANCE BONDS

- a. **Bid Bond** - the General Contractor Company awarded the contract for the project must provide a Proposal Bond in the amount not less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.
- b. **Payment Bond** - the General Contractor Company awarded the contract for the project must provide a Payment Bond in the amount equal to one hundred percent (100%) of the General Contractor Price prior to the execution of the Contract.
- c. **Performance Bond** - General Contractor Company awarded the contract for the project must provide a Performance Bond in the amount equal to one hundred percent (100%) of the General Contractor Price prior to the execution of the Contract.

3.21 RFP SUBMITTALS

See all specifications, **Evaluation Criteria and Exhibits** for the RFP, Submittal Checklist and requirements. The checklist will assist you to ensure that all submittals are included in your proposal. Ensuring that submittals are complete is solely the responsibility of the proposer/bidder. Failure to submit all submittals may deem your proposal non-responsive.

3.22 PRESENTATIONS / DEMONSTRATIONS / INTERVIEWS (WHEN APPLICABLE)

The City reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the City reserves the right to negotiate with the second highest ranked Contractor. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.

The EC may provide a list of subject matter for the discussion. The individuals / firms will have equal time to present but the question-and-answer time may vary. Proposers / Providers may be requested to demonstrate the nature of their offered solution to the EC. After receipt of submittals, all firms will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD or a combination of both) should be given to the Purchasing Agent at the meeting to retain in the Purchasing files.

3.23 CITY'S TAX EXEMPTION

The City of Stockbridge is exempt from Federal Excise Tax or Georgia Sales Tax regarding goods and services purchased directly by the City of Stockbridge. Exemption certificates furnished upon request.

3.24 AWARD OF CONTRACT

- a. The City of Stockbridge desires to complete the award process in a timely manner. The City of Stockbridge reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the City with price and other factors considered. The City of Stockbridge may elect to waive any technicalities. The proposal will be awarded to the lowest responsive, responsible or highest scored proposer(s), based upon the qualification requirements herein. The proposal specifications and results will be available on the City's web site: <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry.
- b. City of Stockbridge reserves the right to reject any proposal if the evidence submitted by or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on their proposal, an award may be made to the next low responsive and responsible proposer or highest scored proposer(s).
- c. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents.

Responsibility - The determination of the proposer's responsibility will be made by the City based on whether the proposer meets the following minimum standard requirements:

- Relevant knowledge, experience and qualifications of firm and team members.
- Proposed methodology and work plan to be used in the process.
- Understanding of the project and overall completeness of submission.
- Experience on similar projects/References
- The ability, capacity and skill of the Bidder to perform and/or provide the Work required.
- The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award;
- Has adequate financial means to meet obligations incidental to the work; and
- Such other factors as the City deem to be pertinent to either the bid or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the City based on a consideration of whether the proposer has submitted complete proposal Documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

- d. The City is subject to making records available for disclosure after the City of Stockbridge approval of the recommendation. The award shall be made by the City Council of Stockbridge unless the lowest, qualified bid is less than the City Councils' approval limit. No claim shall be made by the selected Contractor for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated or the proposal project.

3.25 NEGOTIATION AND AWARD

It is the City's intent to conduct the first negotiation meeting no later than thirty (30) days after City Council approval of the final ranking by the Committee. At least one (1) of the representatives for the firm participating in negotiations with the City must be authorized to bind the firm. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the firm) an impasse will be declared and negotiations with the first-ranked firm will cease. Negotiations will begin with the next ranked firm. This process shall continue until the City successfully negotiates a Contract.

3.26 CONTROLLING LAW, VENUE

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Stockbridge, Georgia. This Agreement shall be governed by the applicable laws of the City of Stockbridge and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the City of Henry Judicial Courts.

- 3.27** As an employee or agent of City. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

3.28 ASSIGNMENT

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of the City of Stockbridge.

3.29 PERFORMANCE OF CONTRACT

- a. City reserves the right to enforce the Contractor's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Contractor accepts the relationship of trust and confidence established by the award Of this proposal solicitation. The Contractor covenants with the City to utilize the Contractor's best skill, efforts and judgment in furthering the interest of the City; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

3.30 DEFAULT AND TERMINATION

a. Termination by Contractor

The agreement resulting from this proposal shall be subject to termination by Contractor In the event of any one or more of the following events:

The default by City in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of City to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Contractor to remedy the same.

b. Termination by City

The agreement resulting from this proposal shall be subject to termination by the City at any time in the opinion of the City; the contractor fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Contractor to remedy, or undertake to remedy with sufficient forces and to the City's reasonable satisfaction, the City shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Contractor fails to remedy such conditions within thirty (30) days to the satisfaction of the City, the City may exercise their option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the City.
- (2) Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Contractors' failure to conduct services according to the approved proposal specifications.
- (4) Contractors' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Contractor's performance of the contract is unmeasurably delayed.
- (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the City

reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.

- (7) The Contractor agrees by its proposal submission that the City's decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such ability with all reasonable dispatch.

d. Waiver

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

3.31 INVOICES

Invoices and/or statements should not be faxed but originals must be mailed directly to:

**City of Stockbridge, City Hall
Finance Department Accounts Payable
4640 N. Henry Boulevard
Stockbridge, GA 30281**

3.32 PAYMENT

Payment shall be tendered to the successful Proposer upon acceptance and approval by The City for satisfactory compliance with the general terms, conditions and specifications of the proposal, by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted, and receipt of a valid invoice.

3.33 BID BOND AND INSURANCE RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Form G of this RFP. Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance (“COI”) with policy limits equal to or greater than the limits outlined in **EXHIBIT I, II AND III– DETAILED SCOPE OF SERVICES**.

Proof of insurance must be provided to the City prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.

3.34 PUBLIC RECORDS DISCLOSURE:

All solicitations submitted to the City are subject to public disclosure pursuant to Georgia’s Open Records Act.

3.35 PAYMENT

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of the Contract. Invoices will be subject to verifications and approval by the Requesting Department. Payment will be based on receipt of individually completed check lists and upon inspection by the City’s Authorized Representative of the work / services performed.

3.36 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

3.37 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City.

3.38 PRICE VALIDITY

Prices provided in this Request For Proposal (RFP) are valid for 120 days from the time of the RFP opening. The City shall award contract within this period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have

been awarded. Successful proposer awarded shall ensure that proper and sufficient staff, equipment, organization, etc. will be provided for this contract to meet the specifications denoted herein at a paramount level.

BID FORM SIGNATURE(S)

The Corporate Seal of

_____ (Bidder - print the full name of your firm)
was hereunto affixed in the presence of:

(Authorized signing officer, Title)

(Seal)

(Authorized signing officer, Title)

IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

INSURANCE AND RISK MANAGEMENT PROVISIONS

RFP No. 2020-0026 **ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR, OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION** – A copy of the Contractor’s current evidence of insurance via a certificate of insurance **MUST** be provided with the response to this RFP. A formal certificate shall be provided upon announcement that the selected Architect/Engineering firm has been awarded the work

It is The City of Stockbridge Government’s practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by The City of Stockbridge Government. Respondents shall submit with the Bid evidence of insurability satisfactory to The City of Stockbridge Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to The City of Stockbridge Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of The City of Stockbridge Government.

Accordingly, the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER’S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer’s Liability Insurance	By Accident	Each Accident	\$1,000,000
Employer’s Liability Insurance	By Disease	Policy Limit	\$1,000,000

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Employer's Liability Insurance	By Disease	Each Employee	\$1,000,000
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2. COMMERCIAL GENERAL LIABILITY INSURANCE

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
(Other than Products/Completed Operations)	Aggregate	\$3,000,000

Products\Completed Operation	Aggregate	\$1,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damages to Premises Rented to You	Limits	\$ 300,000
Medical Payments for Participants	Limits	\$25,000

*CGL - No Exclusion for Abuse, Molestation, Harassment, Sexual Abuse/Conduct Allegations**

BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits	Each Occurrence	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		

3. UMBRELLA LIABILITY

(In excess of the above noted coverages)	Each Occurrence	\$1,000,000
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Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to The City of Stockbridge Government. Policies and Certificates of Insurance are to list The City of Stockbridge Government as an Additional Insured (except for Workers' Compensation and Professional Liability) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed operations, using ISO form CG 2010 (11/85 version) or equivalent.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

If the City of Stockbridge Government shall so request, the Respondent, Contractor must furnish the City for its inspection and approval such policies of insurance with all endorsements or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the “Certificate Holder” as follows:

City of Stockbridge Government
Procurement Division
4640 N. Henry Boulevard
Stockbridge, Georgia 30281

Certificates **must** list Project Name (where applicable). **Important:**

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of The City of Stockbridge Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect The City of Stockbridge Government’s property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall always erect and properly maintain as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, The City of Stockbridge Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent of the Law, Contractor hereby agrees to release, indemnify, defend and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages,

liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor, its directors, officers, employees, Sub-Contractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor further agrees to protect, defend, indemnify and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CONTRACTOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

EXHIBIT VI
REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2020-0026

SOLICITATION TITLE: **ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION**

PROPOSING FIRM (List name exactly as provided in proposal):

Date of Verification:

Reference Organization:

Project Verified (Include the Project Name / Title and a brief description of the Project):

Person Contacted:

Title of Contact:

Telephone Number including extension:

Email Address:

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance?
2. Did the firm adhere to the scope of work and bid requirement?
3. did the firm provide deliverables as agreed upon?
4. Would you engage this firm again?

Additional comments provided by Proposer's contact:

Signature Date

EXHIBIT VI
REQUIRED CERTIFICATIONS/ATTACHMENTS
REQUEST FOR PROPOSALS. 2020-0026
Checklist

To be deemed responsive to this solicitation, Proposers must provide the information requested and, where applicable, complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Bid Forms. As appropriate, Proposers shall reproduce each Bid Form and complete the appropriate portions of the forms provided in this section.

Proposer Requirements	Proposer Completed
1. One (1) hard copy of Proposal marked 'Original', and five (5) copies on CD/Thumb Drive	☐
2. Technical Proposal	☐
3. Acknowledgement of each Addendum	☐
4. Financial and Litigation Requirements	☐
5. Reference Verification Form	☐
6. Required Certifications and Attachments ☐ Form 1: Non-Collusion Bidding Certificate ☐ Form 2: Non-Collusion Affidavit of Sub-Contractor. ☐ Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions. ☐ Form 4: Ineligibility Certificate. ☐ Form 5: Certification of a Drug-Free Workplace. ☐ Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification. ☐ Form 7: Affidavit Verifying Status for City Public Benefit Application ☐ Form 8: Certification Regarding Lobbying. ☐ Form 9: Bid Submittal Letter. ☐ Form 10: Georgia Security and Immigration Contractor Affidavit/Agreement. ☐ Form 11: Georgia Security and Immigration Sub-Contractor Affidavit. ☐ Form 12: Certificate of Acceptance of a Solicitation Requirements ☐ Attachment 1: Addendum Acknowledgement Form	☐

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as principal in the within bond; that _____, who Signed the said bond of said corporation: that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.

SECRETARY

(CORPORATE SEAL)

SURETY

(SEAL)

BY _____

FORM 1

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____ City of _____, being first
duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or
agent) of _____, the sub-contractor that has submitted the attached
solicitation;

(2) He is fully informed respecting the preparation and contents of the attached solicitation and of all
pertinent circumstances respecting such solicitation.

(3) Such solicitation is genuine and is not a collusive or sham solicitation.

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived
or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham
solicitation in connection with the Contract for which the attached solicitation has been submitted or
refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly,
sought by agreement or collusion or communication or conference with any other Vendor, firm or
person to fix the price or prices in the attached solicitation or of any other Vendor, or to fix any
overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or
to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against
City of Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached solicitation are fair and proper and are not tainted by any
collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its
agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date) _____

FORM 3

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS**

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The Proposer, _____, certifies to the best of its knowledge and that it and its principals: _____ belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
2. Have not within a three-year period preceding this Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Bid.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 U.S.C. Sections 3801 Et Seq., are applicable thereto.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

Witness

FORM 4

INELIGIBILITY CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of

_____, and it is also whose address is

_____, certifies that the

Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and it is also whose address is _____, certifies that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied in full; and
2. A drug-free workplace will be provided for the consultant's employees during the performance of the Contract; and
3. Each Sub-Contractor hired by the consultant shall be required to ensure that the Sub-Contractor's employees are provided a drug-free workplace. The Consultant shall secure from that Sub-Contractor the following written certification: "As part of the Sub-Contracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the Sub-Contractor'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 the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 6

**CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST
CONTINGENT FEES CERTIFICATION**

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and, it is
also, whose address is _____, certifies that to the best
of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing
services for City of Stockbridge.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia Business License or Occupational Tax Certificate, Alcohol License, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Stockbridge license/permit and/or contract for:

Name of Applicant

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Code Section 16-10-20.

Signature of Applicant: _____

Date: _____

Printed Name: _____

*Alien Registration number for non-citizens:

****PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT.**

Subscribed and Sworn Before Me on this the ____ Day of _____, 2018.

Notary Public: _____

My Commission Expires: _____

*Note: O.C.G.A. Section 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

FORM 8 CERTIFICATION REGARDING LOBBYING

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Local, State or Federal agency, in connection with the awarding of any contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.
2. The undersigned shall require that the language of this certification be included in the award documentations for sub-awards at all tiers (including Sub-Contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such expenditure or failure.]

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: _____

Name and Title of Contractor Authorized Agent: _____

Date: _____ Telephone No: _____

Firm or Company Name: _____

Address: _____

FORM 9

BID SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned, _____, hereby submits its Bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Bid submitted by the undersigned shall be binding upon the undersigned and that if City of Stockbridge, Georgia, awards the Contract to the undersigned, the Bid made by the undersigned and delivered to City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the bid including, but not limited to, the bid Scope of Work, Solicitation instructions and Conditions, the Contract Provisions and the Contractor's Cost Bid, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this _____ day of _____, 2018

By

Title

Sworn to and subscribed before me the _____ day of _____, 2018.
Notary Public

My Commission Expires:

Date

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 10: GEORGIA SECURITY AND IMMIGRATION 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 engaged in the physical performance of services¹ under a contract with **[insert name of prime contractor]** on behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,² 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 Sub-Contractor(s) in connection with the physical performance of services to this contract with **The City of Stockbridge Government**, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to **The City of Stockbridge Government** at the time the Sub-Contractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

1O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual. *[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].

STATE OF GEORGIA
CITY OF STOCKBRIDGE

FORM 11

GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-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 services³ under a contract with **[insert name of prime contractor]** _____ behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,⁴ 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 of Agent
(Insert Sub-Contractor Name)

Title of Authorized Officer or Agent of Sub-Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

3O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual. 4*[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].

FORM 12

CERTIFICATE OF ACCEPTANCE OF A SOLICITATION REQUIREMENTS

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages #_____ to # _____ inclusive, including any addenda # _____ to # _____ exhibit(s) #_____ to #_____ , attachment(s) #_____ to #_____ , and/or appendices #_____ to #_____, in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto. This is also to certify that the offeror has reviewed the form Stockbridge City contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Stockbridge City's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: _____

Signature: _____

Name: _____

Title: Date: _____

(Affix Corporate Seal)

ATTACHMENT 1

ADDENDUM ACKNOWLEDGMENT FORM

NOTE: IF ADDENDUMS HAVE BEEN ISSUED, RESPONDENTS SHALL COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR PROPOSAL. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.

ADDENDA ACKNOWLEDGMENT: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ **Date:** _____

**ATTACHMENT 2
REQUEST FOR PROPOSALS. NO. 2020-0026
ANNUAL ON-CALL WATER AND SEWER EMERGENCY OPERATIONAL
REPAIR MAINTENANCE AND CONSTRUCTION SERVICES
FOR THE CITY OF STOCKBRIDGE
GEORGIA PROFESSIONAL LICENSE CERTIFICATION**

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: _____

Performing work as: Prime Contractor ____ Sub-Contractor ____

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct, and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

**SEALED RFP LABEL
PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE**

SEALED RFP ENCLOSED

DELIVER TO:

City of Stockbridge Purchasing Division
Attn: Purchasing Manager
4640 North Henry Boulevard
Stockbridge, Georgia 30281

REQUEST FOR PROPOSALS. 2020-0026

DATE: January 21, 2021

RFP MUST BE RECEIVED BEFORE 3:00 PM

DESCRIPTION:

**ON-CALL PUBLIC UTILITY SERVICES: EMERGENCY REPAIR,
OPERATIONAL REPAIR, MAINTENANCE AND CONSTRUCTION**

**All bids must be Mailed Only to the City at the address listed in the bid.
Proposer should obtain tracking receipt and provide proof of the receipt
via email within 3 days after bid opening date.**



Where Community Connects

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Dear Vendor:

I thank you for your interest in doing business with the City of Stockbridge. We look forward to a very successful procurement process. Please take notice of the response submittal requirements and the required certification checklist outlined in this solicitation. Please be sure to read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions may result in dismissal of your submittal. Any changes(s) to this solicitation will be conveyed through the written addenda process. In addition, notification of addenda are posted on the City's website, which is located at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. Please read carefully and follow all instructions provided in the addendum, as well as the instructions provided in the original solicitation. It is solely the vendor's responsibility to routinely check the City's website at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp for any changing information prior to their reply.

One of the objectives of the Procurement Division is to provide quality and efficient service. If you have any questions, please visit our website or contact the agent of concern. The staff of the City of Stockbridge strives to provide excellent service "while purchasing best for less with the highest level of transparency, efficiency and integrity".

Again, thank you in advance for your continued interest in doing business with the City of Stockbridge.

Sincerely,

A handwritten signature in blue ink that reads "Lindell Y. Miller".

Lindell Y. Miller, C.P.P.O., M.B.A





Procurement Division
Summary Scoring Sheet Evaluation Committee Meeting
RFP No. 2020-0026 – Annual On-Call Water and Sewer Emergency
March 10, 2021

Proposer – Organization Name	John Wiggins	Demetries Wells	Brad Holsinger	Rashonda Favors	Donald Mullis	Total Points	Ranking
Site Engineering, Inc.	60	50	55	60	50	275	1
The Corbett Group, LLC	62	52	50	54	30	248	2
Civil Works, Inc	0	0	15	0	35	50	3

RFP NO:	2020-0026		Date Advertised:		11/11/20
Title:	Annual On-Call Public Utility Services		Date Opened:		2/25/21
Agency:	Public Works		Number of Responses Received:		3
Project Manager:	Decius Aaron				
Responder(s)		Address	City	State - Country Zone	Zip
Civil Works, Inc		510 Plaza Dr. Suite 2265	Atlanta	Georgia	30349
Site Engineering, Inc		7025 Best Friend Rd	Atlanta	Georgia	30340
The Corbett Group		13201 Veterans Memorial Hwy.	Douglasville	Georgia	30134
COMMENTS:			Date Created:		3/1/21
			Date Updated:		



City of Stockbridge

Agenda Request Form

Meeting Date

April 12, 2021

ACTION

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required
- ☐ Attachment (s)
- ☐ Payment of Invoice/Task Order/Change Order

- ☐ PUBLIC HEARING
- ☐ ORDINANCE
- ☐ RESOLUTION
- ☒ BID/SOLICITATION AWARD
- ☐ PRESENTATION
- ☐ DISCUSSION
- ☐ REPORT
- ☐ DISCUSSION
- ☐ CONTRACT APPROVAL - RENEWAL

Funding Source: 510-42500-542515

BUDGET ADJUSTMENT/ N/A

PRESENTER: Lindell Y. Miller/Decius Aaron

ITEM/PROJECT/EVENT: REQUEST FOR PROPOSAL (RFP) NUMBER 2020-0026 – Annual On-Call Water and Sewer Emergency, Operational Repair, Maintenance and Construction

BACKGROUND INFORMATION:

The Public Works Department is requesting Council approval for award of contract number Request For Proposals (RFP) Number 2020-0026, Annual On-Call Water and Sewer Emergency, Operational Repair, Maintenance and Construction to Site Engineering, Inc, for an annual amount of one hundred, fifty-nine thousand, three hundred and ninety dollars, \$159,390.00.

STAFF RECOMMENDATION:

The Public Works Department is requesting Council approval for award of contract number Request For Proposals (RFP) Number 2020-0026, Annual On-Call Water and Sewer Emergency, Operational Repair, Maintenance and Construction to Site Engineering, Inc for an annual amount of one hundred, fifty-nine thousand, three hundred and ninety dollars, \$159,390.00 (Exhibit 1).

The Contract is for one (1) year with an option to renew for four (4), one (1) year periods.

The procurement was solicited, in accordance with Council directives and approved Ordinance, to engage the services of a qualified Utility Contractor to provide routine utility construction, repair, maintenance services on an as-needed basis. The scope of services consists of, but is not limited to, repair and/or replacement of the following: wastewater collection system and related infrastructure, water distribution system and related infrastructure and storm water system and related infrastructure and any other repair activities to be determined by the City.

On February 25, 2021, RFP No. 2020-0026, for the City of Stockbridge Annual On-Call Water and Sewer Emergency, Operational Repair, Maintenance and Construction opened; Three (3) firms submitted proposals in response to the RFP, Site Engineering, Inc; The Corbett Group, LLC and Civil Works, Inc (Exhibit 2).

On March 10, 2021, an Evaluation Committee Meeting was held. After evaluation and scoring, the Evaluation Committee named Site Engineering, Inc, as the first ranked firm (Exhibit 1). The Evaluation Committee's ranking was posted on the website for the City's Procurement Division and the Georgia Procurement Registry on March 11th, 2021.

The cost points were calculated based on the selection criteria listed in the Requested For Proposal.

The City of Stockbridge Ordinance Section 3.30.110 - Competitive sealed proposals, (H). Award of Proposal. (2). Approval of Proposal. The City of Stockbridge City Council shall approve all awards where cost or revenue is greater than fifty thousand dollars (\$50,000.00).

Fiscal Impact: Funds will be provided from account number Annual On-Call Water and Sewer Emergency Repair – Stormwater Budget 510-42500-542515 – Stormwater Repair

Exhibit 1 – Evaluation Committee Ranking List

Exhibit 2 – Response List

Exhibit 3 – Request For Proposal

Procurement Division: Signature Lindell Y. Miller

FINANCE DEPT: YES NO or N/A Sig. _____

CITY MANAGER: YES NO Sig. _____

**SERVICE AGREEMENT
BY AND BETWEEN
SITE ENGINEERING, INC.
AND
THE CITY OF STOCKBRIDGE, GEORGIA**

This Agreement ("Agreement") is made and entered into this ____ day of April 2021, by and between Site Engineering, Inc. (hereinafter, "CONTRACTOR"), and the City of Stockbridge, Georgia (hereinafter, "City") (CONTRACTOR and City sometimes referred to herein as "Parties").

W I T N E S S E T H:

WHEREAS, City desires to engage the services of CONTRACTOR to perform for City services for annual on-call water and sewer emergency, operational, repair, maintenance, and construction services pursuant to City RFP No. 2020-0026 (the "Project"); and

NOW, THEREFORE, in consideration of the promises and mutual agreements herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Term and Termination. This Agreement shall be for one (1) year, commencing on the date of execution stated above, and the City shall have the option to renew for four (4), one (1) year periods, with such option being in the City's sole discretion. If the City desires to exercise the option stated herein, the City shall provide thirty (30) days advance written notice to the Contractor of the City's intent to exercise the option. The provisions of Section 2(c) and the RFP shall specifically survive the termination or expiration of this Agreement. The City may terminate this Agreement at any time for any reason with thirty (30) days advance written notice.

2. Services.

(a) Subject to the terms and conditions set forth in this Agreement, City hereby retains CONTRACTOR to provide the services set forth in the "Scope of Work" and related proposals submitted in response to City RFP No. 2020-0026. The Scope of Work is attached hereto as Exhibit A. The RFP, including all terms and conditions stated therein, the CONTRACTOR'S proposal(s), and any amendments to the RFP are all incorporated herein by reference and made a part of this Contract.

(b) The standard of care applicable to CONTRACTOR's services will be the degree of skill and diligence normally employed by professional contractors performing the same or similar services at the time said services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation. CONTRACTOR warrants that any services it conducts will be adequate and sufficient to accomplish the purposes for which they are performed, and no review or approval thereof by the City shall be deemed to diminish this warranty in any way.

(c) CONTRACTOR shall indemnify and hold harmless the City and its agents and employees (i) from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Project, provided that any such claim, damage, loss, expense or attorney's fees is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and is caused in whole or in part by any negligent act or omission of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not the negligent act is caused in part by a party indemnified hereunder and (ii) from the inadequacy of the Services performed by CONTRACTOR or anyone for whom CONTRACTOR is responsible. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Clause. In any and all claims against the City or any of its agents or employees, by any employee of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation set forth in this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any Subcontractor under workers' or workman's compensation acts, disability benefit acts or other employee benefit acts.

3. **Compensation.** CONTRACTOR shall receive compensation from the City as set forth in the attached Exhibit B.

4. **Miscellaneous.**

(a) This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

(b) CONTRACTOR may not assign this Agreement, in whole or in part, without the prior written consent of City. City may assign this Agreement, in whole or in part, without the prior consent of CONTRACTOR; however, City shall provide CONTRACTOR with prior written notice of any such assignment.

(c) This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

(d) The headings contained herein are for the convenience of the parties only and shall not be interpreted to limit or affect in any way the meaning of the language contained in this Agreement.

(e) This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Agreement. Any signature page of any such counterpart, or any electronic facsimile thereof, may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement, and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such party.

(f) If any provision of this Agreement shall be held void, voidable, invalid or inoperative, no other provision of this Agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this Agreement shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein. If any of the provisions of this Agreement shall be declared unenforceable as to certain parties, then the performance of said provision shall be excused by the parties hereto and the remaining provisions of this Agreement shall remain in full force and effect.

(g) This Agreement, including all exhibits hereto (which are incorporated herein by this reference), contains the entire agreement and understanding concerning the subject matter hereof between the parties hereto. No waiver, termination or discharge of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party hereto unless confirmed in writing. This Agreement may not be modified or amended, except by a writing executed by both parties hereto. No waiver by either party hereto of any term or provision of this Agreement or of any default hereunder shall affect such party's rights thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

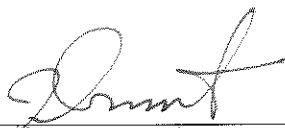
(h) CONTRACTOR shall at all times maintain sufficient liability insurance and payment and performance bonds to cover their services under this Agreement.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties intending to be legally bound hereby, have executed this Agreement as of the date first above written.



SITE ENGINEERING, INC.

By: 
J. David Hess, V. P.

CITY OF STOCKBRIDGE, GEORGIA

By: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Exhibit A

Exhibit B

**SERVICE AGREEMENT
BY AND BETWEEN
INTERCONTINENTAL COMMERCIAL SERVICES, INC.
AND
THE CITY OF STOCKBRIDGE, GEORGIA**

This Agreement ("Agreement") is made and entered into this ____ day of April 2021, by and between Intercontinental Commercial Services, Inc. (hereinafter, "CONTRACTOR"), and the City of Stockbridge, Georgia (hereinafter, "City") (CONTRACTOR and City sometimes referred to herein as "Parties").

W I T N E S S E T H:

WHEREAS, City desires to engage the services of CONTRACTOR to perform for City services for janitorial maintenance services pursuant to City RFP No. 2020-0025 (the "Project"); and

NOW, THEREFORE, in consideration of the promises and mutual agreements herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **Term and Termination.** This Agreement shall be for one (1) year, commencing on the date of execution stated above, and the City shall have the option to renew for four (4), one (1) year periods, with such option being in the City's sole discretion. If the City desires to exercise the option stated herein, the City shall provide thirty (30) days advance written notice to the Contractor of the City's intent to exercise the option. The provisions of Section 2(c) and the RFP shall specifically survive the termination or expiration of this Agreement. The City may terminate this Agreement at any time for any reason with thirty (30) days advance written notice.

2. **Services.**

(a) Subject to the terms and conditions set forth in this Agreement, City hereby retains CONTRACTOR to provide the services set forth in the "Scope of Work" and related proposals submitted in response to City RFP No. 2020-0025. The Scope of Work is attached hereto as Exhibit A. The RFP, including all terms and conditions stated therein, the CONTRACTOR'S proposal(s), and any amendments to the RFP are all incorporated herein by reference and made a part of this Contract.

(b) The standard of care applicable to CONTRACTOR's services will be the degree of skill and diligence normally employed by professional contractors performing the same or similar services at the time said services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation. CONTRACTOR warrants that any services it conducts will be adequate and sufficient to accomplish the purposes for which they are performed, and no review or approval thereof by the City shall be deemed to diminish this warranty in any way.

(c) CONTRACTOR shall indemnify and hold harmless the City and its agents and employees (i) from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Project, provided that any such claim, damage, loss, expense or attorney's fees is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and is caused in whole or in part by any negligent act or omission of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not the negligent act is caused in part by a party indemnified hereunder and (ii) from the inadequacy of the Services performed by CONTRACTOR or anyone for whom CONTRACTOR is responsible. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Clause. In any and all claims against the City or any of its agents or employees, by any employee of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation set forth in this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any Subcontractor under workers' or workman's compensation acts, disability benefit acts or other employee benefit acts.

3. **Compensation.** CONTRACTOR shall receive compensation from the City as set forth in the attached Exhibit B.

4. **Miscellaneous.**

(a) This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

(b) CONTRACTOR may not assign this Agreement, in whole or in part, without the prior written consent of City. City may assign this Agreement, in whole or in part, without the prior consent of CONTRACTOR; however, City shall provide CONTRACTOR with prior written notice of any such assignment.

(c) This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

(d) The headings contained herein are for the convenience of the parties only and shall not be interpreted to limit or affect in any way the meaning of the language contained in this Agreement.

(e) This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Agreement. Any signature page of any such counterpart, or any electronic facsimile thereof, may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement, and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such party.

(f) If any provision of this Agreement shall be held void, voidable, invalid or inoperative, no other provision of this Agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this Agreement shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein. If any of the provisions of this Agreement shall be declared unenforceable as to certain parties, then the performance of said provision shall be excused by the parties hereto and the remaining provisions of this Agreement shall remain in full force and effect.

(g) This Agreement, including all exhibits hereto (which are incorporated herein by this reference), contains the entire agreement and understanding concerning the subject matter hereof between the parties hereto. No waiver, termination or discharge of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party hereto unless confirmed in writing. This Agreement may not be modified or amended, except by a writing executed by both parties hereto. No waiver by either party hereto of any term or provision of this Agreement or of any default hereunder shall affect such party's rights thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

(h) CONTRACTOR shall at all times maintain sufficient liability insurance and payment and performance bonds to cover their services under this Agreement.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties intending to be legally bound hereby, have executed this Agreement as of the date first above written.

Intercontinental Commercial Services, Inc.

By: Kelly B. Adamm

CITY OF STOCKBRIDGE, GEORGIA

By: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Exhibit A

Exhibit B



**REQUEST FOR PROPOSALS (RFP) NO. 2020-0025
JANITORIAL MAINTENANCE SERVICES**





Where Community Connects

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Dear Vendor:

I thank you for your interest in doing business with the City of Stockbridge. We look forward to a very successful procurement process. Please take notice of the response submittal requirements and the required certification checklist outlined in this solicitation. Please be sure to read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions may result in dismissal of your submittal. Any changes(s) to this solicitation will be conveyed through the written addenda process. In addition, notification of addenda are posted on the City's website, which is located at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. Please read carefully and follow all instructions provided in the addendum, as well as the instructions provided in the original solicitation. It is solely the vendor's responsibility to routinely check the City's website at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp for any changing information prior to their reply.

One of the objectives of the Procurement Division is to provide quality and efficient service. If you have any questions, please visit our website or contact the agent of concern. The staff of the City of Stockbridge strives to provide excellent service "while purchasing best for less with the highest level of transparency, efficiency and integrity".

Again, thank you in advance for your continued interest in doing business with the City of Stockbridge.

Sincerely,

A handwritten signature in blue ink that reads "Lindell Y. Miller".

Lindell Y. Miller, C.P.P.O., M.B.A



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**REQUEST FOR PROPOSALS (RFP) NO. 2020-0025
JANITORIAL MAINTENANCE SERVICES**

Thursday, October 22, 2020

INTRODUCTION

PURPOSE

Scope of Services

The scope of work of this contract will include complete janitorial services for the City of Stockbridge, which are listed within this proposal, from a certified, bonded Contractor. Additionally, the City will need a Contractor that can perform daily wipe downs and disinfecting services to combat COVID-19.

The City currently has seven (7) locations that require janitorial services. The total square footage to be serviced is approximately ninety thousand (90,000) square feet. This number is subject to change and the City reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful Contractor will be required to provide quality service with minimal service call backs.

COVID-19

During this COVID-19 public health pandemic, the Contractor will be expected and required to follow all Center for Disease Control (CDC) cleaning requirements. This includes, but is not limited to, frequent disinfecting of all high-touch surfaces. Areas shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease-causing organisms. Servicing shall be accomplished often enough to assure adequacy of supplies and hygienic condition of facilities. The Contractor shall use only germicidal disinfectants that bear an Environmental Protection Agency (EPA) Registration Number and are EPA approved for COVID-19 disinfection.

The services to be provided must meet or exceed the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations, Interim Recommendations for US Community Facilities with Suspected/Confirmed COVID-19. Furthermore, the Contractor will provide a copy of their COVID- 19 cleaning Standard Operating Procedures (SOP).

Personnel

- Project Manager. The Contractor shall provide a Project Manager, along with an alternate Project Manager, who shall be responsible for the performance of the work. The names of these persons shall be designated in writing to the City.

The Project Manager shall be available during the hours from 8:00 A.M. - 5:00 P.M. to meet with the City's representative to discuss problem areas. The Project Manager shall also be available by telephone after hours to respond to defective performances and respond within twenty-four (24) hours regarding all other inquiries during regular business hours. The Contractor shall provide management services, including but not limited to employee supervision, work scheduling, supplies control, quality control, and management availability. The Project Manager and alternate must be able to fluently read, write, speak, and understand English.

Supervision. The Contractor shall provide employee supervision during all cleaning hours to assure that cleaning tasks are performed to the standards set forth herein. The Contractor shall provide the City with the Supervisor's cell phone number in the event of performance issues or other problems during the work shift and must respond to a call within thirty (30) minutes. The Supervisor must be able to read, write, speak, and understand English.

- Employees. The Contractor's personnel shall present a neat appearance and wear work uniforms bearing the name of the company and the employee's name. Personnel not so attired shall not be permitted to work under this contract until properly uniformed. The Contractor shall not employ any person who is an employee of the City if the employment of that person would create a conflict of interest. No unauthorized person or persons not employees of the Contractor (i.e., spouse, children, brother, sister, friends, etc.) shall be allowed on City premises during the performance of services under this contract.

The Contractor shall insure that all its employees abide by the following rules:

- Contractor's employees shall be of good integrity and character.
- Contractor's employees shall not disturb any papers, boxes, personal items, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
- Contractor's employees shall report any property loss or damage to their Supervisor immediately. The Supervisor shall report such loss or damage, within twenty-four (24) hours to the City or its representative in writing, specifying the location and extent of the loss or damage. Failure to report such loss or damage, as required, may be construed as default of the contract.

- Contractor's employees shall not open drawers or file cabinets. Telephones may be used only in emergency situations.
 - Contractor's employees shall not leave keys in doors. Exterior doors shall not be propped open. The Contractor shall not admit anyone into any building or office who is not a designated employee of the Contractor. All doors that were unlocked upon entry will be immediately re-locked. Doors will be re-locked upon exiting.
 - Contractor's employees shall not move or use copy machines or other office machines unless specifically requested by the City or its representative.
 - Contractor's employees shall not engage in idle or unnecessary conversation with City employees, other employees of the Contractor, or visitors to the building.
 - Contractor's employees shall not remove any article or materials from the premises, whatever its value. This is to include the contents of any item in trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
 - Contractor's employees shall abide by the rules and regulations set forth by the City, which affect the performance of the work.
 - Each employee shall have at least six (6) months to one year of experience as a janitorial employee. Supervisory employees shall have at least one year of experience as a cleaning Supervisor.
 - Contractor's employees shall only eat or drink in designated break areas. No smoking in any of the City's facilities.
 - The Contractor shall immediately remove from the job and replace any employee who fails to abide by these, or other rules established by the City or who the City otherwise determines to be unacceptable.
- Personnel. Personnel are required to undergo an extensive background check in order to work in City Buildings. The Contractor shall provide a current background check on each individual that will be working in the buildings no later than five (5) working days prior to the individual beginning work. The background check will be reviewed and approved by the City before any Contractor employee may begin work. The Contractor is responsible for any costs associated with this action. If the individual has not been a resident in Georgia for twelve (12) months, then a check should be done from their previous residence. The City reserves the right to reject any proposed custodial personnel based on background check information.

Quality Control

1. The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the Contractor's basic quality control program shall be provided to the City prior to the start of services under the contract. An updated copy must be provided to the City as changes occur. The program will include, but not be limited to the following:

- An inspection system that assures the satisfactory execution of all the services specified and all of the conditions stipulated in this document.
- A method of identifying deficiencies in the quality of services performed before the level of performance is deemed unacceptable.
- A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the City upon request at any time during the life of the contract.
- At least once each month at each facility, the Contractor will meet with the City's representative to inspect the facility using a quality control evaluation form.

Physical Security

The Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damages caused by the Contractor's personnel or equipment will promptly be repaired by the Contractor to the condition existing before the damage or be replaced, as determined by the City. All costs for such repairs or replacements shall be the sole responsibility of the Contractor. The City reserves the right to select or approve the person/company doing the repair and the materials used.

The Contractor shall be responsible for securing all areas where services are performed by closing and locking all windows, doors, and gates and by extinguishing all lights, except those lights designated to be left on.

Key Control. The Contractor shall establish and implement methods of ensuring that all keys and security codes issued to the Contractor are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the City. The Contractor shall develop key control procedures that will be included in the Contractor's Quality Control Plan. The Contractor shall promptly report lost key(s) to the City.

The City may require the Contractor to replace, re-key, or reimburse the City for replacement of locks or re-keying as a result of the Contractor losing keys. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the City and the total cost deducted from the Contractor's monthly payment.

Energy Saving Practices

The Contractor shall instruct employees in energy saving practices, including:

- Lights shall be used only in areas where and when work is actually being performed. Lights shall be controlled by using switches and not circuit breakers.
- Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the Contractor's employees.
- Water faucets or valves shall be turned off after the required usage has been accomplished.

Lost and Found Property

The Contractor shall ensure that all items of possible personal or monetary value found by the Contractor's employees are turned in to the City's representative.

Equipment and Supplies

The Contractor shall provide all equipment and cleaning supplies necessary to accomplish the janitorial services required by this contract.

- Equipment. The Contractor shall use equipment and supplies that are of the quality, size, and durability normally used in the industry for the performance of similar janitorial services. The City's representative will review and approve this list prior to commencing services. All equipment and supplies shall be equal to or exceed those listed below and shall be of adequate quantities to provide readily available stock to perform the required service. The City's representative may periodically inspect the Contractor's equipment to ensure its serviceability, safety, and performance. Items determined not in compliance will be removed and replaced with suitable equipment by the Contractor.
- Carpet Cleaner/Equipment. Shall be used as recommended by the carpet manufacturer.
- Disinfectants. Quaternary type or Hydrogen Peroxide based cleaners shall be used for sinks and general bathroom cleaning.
- Extension Cords. Commercial, heavy duty, three-way conductor (with ground) flexible cord suited for use in wet areas shall be used.
- Floor finishes. Commercial quality metal – interlock floor finish shall be used when refinishing hard floors. Sealers and floor finishes are to be approved by the City prior to application.

Supplies

- Cleaning Supplies. The Contractor shall provide all cleaning supplies necessary to accomplish the required services. These cleaning supplies shall conform to contract requirement and industry standards for the type of cleaning being accomplished. All containers including secondary containers (spray bottles) shall be labeled.
- Restroom Supplies. The Contractor shall provide paper hand towels, toilet paper, toilet seat covers, and hand soap as required. Quality of paper products are to be approved by the City and must be made of one hundred (100%) percent recycled materials.
- Trash Can Liners. The Contractor shall provide plastic trash can liners for use in all restrooms and other areas receiving basic cleaning services. The liners shall be sized to adequately fit the trash cans.

Storage Areas

- Storage facilities will be provided at no cost to the Contractor within the buildings being serviced to store equipment and supplies, pending availability. The Contractor shall store

in these areas only equipment/supplies used for this contract. The Contractor shall be responsible for maintaining these areas in a clean, orderly manner. No combustibles, flammables, corrosives, or explosives shall be stored in these areas.

- SDS. The Contractor shall provide Material Safety Data Sheets for all chemicals used in City buildings and facilities. The Contractor will maintain an SDS binder in each facility's custodial storage closet for products used and/or stored in that facility.

Performance Standards

The following basic cleaning services shall be provided by the Contractor for the buildings and frequencies specified in Appendix A:

- Maintain Floors. Floor maintenance consists of sweeping, vacuuming, and mopping. Chairs, trash receptacles, light-weight furniture and other easily moved furnishings shall be tilted or moved to maintain floors underneath. All floors, stairways and storage areas shall be swept/mopped/vacuumed when required to maintain them in a clean appearance and condition. After mopping, the floor shall have a uniform appearance with no streaks, black marks, swirl marks, detergent residue, or evidence of remaining dirt or standing water. Floor sweeping is required prior to mopping. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc. or mop strands remaining in the area. Neither wood nor carpeted floors shall be wet mopped. After vacuuming, carpeted floors shall be free of visible dust, dirt, debris, staples/paper clips with no spillages or stains.
- Walk-Off Mats. Carpet-type entrance mats shall be vacuumed to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed, or hosed down outside to remove soil and grit. Soil and moisture underneath entrance mats shall be removed, and mats returned to their normal location.
- Waste Diversion Program. A waste diversion program will be in place during the term of this contract. All City facilities will have waste bins labeled with these two (2) separate waste streams: Paper Recycling, Comingle Recycling (the bins may also be labeled as "Metals, Plastics and Glass", or as "Bottles and Cans"). Some facilities may also have cardboard. The Contractor must keep these sorted waste materials separate when servicing waste bins and must place them into the appropriate bins provided by the City's contract waste hauler.
 - Paper recycling bins and paper shredders need to be emptied throughout facilities and need to go into the paper recycling cart.
 - Comingle recycle bins (bins labeled as "Metals, Plastics and Glass" or "Bottles and Cans") need to be emptied throughout facilities and need to go into the "Glass, Plastic and Metals" recycling cart.
 - Trash cans shall be emptied, and the contents disposed in the City's dumpster located at each facility.

- Cardboard boxes shall be broken down and placed next to waste hauler's carts or into the cardboard recycling bin (if present).
- Low Dusting. Low dusting is the removal of all dust, lint, litter, and dry soil from the horizontal surfaces of desks, chairs, file cabinets, book shelves, tables, and other types of office furniture and equipment and from horizontal ledges, window sills, hand rails, etc. to a line seven (7) feet above floor level.
- Glass. Includes spot cleaning all glass desk tops, walls, partitions, interior office windows, interior and exterior door glass, display cases, directory boards, draft shields on windows, mirrors and adjacent trim. After glass cleaning, there shall be no traces of fingerprints and smudges.
- Drinking Fountains. Disinfect all porcelain and polished metal surfaces, including the orifices and drain. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale, and other obvious soil.
- Spot Cleaning. Remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors, furnishings, and fixtures. Germicidal detergent shall be used in restrooms, locker rooms, showers, break rooms, and drinking fountains. Brass hardware, aluminum bars, handrails, and other metal on stairs or doors, shall be polished with a polishing compound. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of soil.
- Grounds Cleaning. Landings, entrances, and interior courts shall be free of trash and refuse. Paper, empty bottles, and cans shall be removed and recycled appropriately. Remove cobwebs and dust from entryway eaves and canopies.
- Restroom/Shower Room Cleaning. After cleaning, the restrooms will be clean and sanitary. The following actions shall be performed as minimum to accomplish these results: ·
 - Completely damp-clean and disinfect all surfaces of toilet bowls, urinals, lavatories, showers, dispensers, mirrors, chrome surfaces, and other such surfaces, using a germicidal detergent/cleaner.
 - Disinfect all surfaces of partitions, stalls, stall doors, shower walls/floors and wall areas adjacent to wall mounted lavatories, urinals, toilets, and locker room wet area mats.
 - De-scale toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, and rust stains. Re-supply restroom. Restrooms shall be stocked so that supplies do not run out prior to next servicing. Toilet paper rolls that are less than fifty (50%) percent full shall be removed and replaced with a full roll. Partial rolls of toilet paper shall not be left on top of the dispenser.
 - Mop floors using germicidal detergent/cleaner solution.

- Table Cleaning. Tables shall be damp cloth cleaned to remove dust, smudges, fingerprints, marks, streaks, etc.

Periodic Cleaning Services

Periodic cleaning services shall be provided by the Contractor in accordance with the frequencies as specified in Appendix A.

- Floor Finishing (Waxing). All appropriate hard-surfaced floors shall be stripped, sealed, and waxed to maintain floors in a clean, clear glossy appearance. As a part of this practice, old wax shall be stripped from the floor surfaces, including corners and edges, to prevent wax buildup and "yellowing". In addition to the above, all floors shall be waxed/buffed in accordance with a schedule prepared by the Contractor and approved by the City. Waxing/buffing includes combination techniques of dry buffing/burnishing, spray buffing, stripping, and waxing to achieve required results. Sections and/or entire floor surfaces shall be treated to maintain standards. Floor waxing/buffing shall only be performed on previously cleaned surfaces. Upon completion of waxing/buffing, all wax, dust, or other residues shall be removed from walls, baseboards, and other furnishings. All furnishings shall be returned to proper positions.
- Carpet Shampooing. Carpet shampooing shall be conducted to maintain the carpets in a clean, stain-free, and non- discolored condition. A combination of techniques, including steam and wet/dry solution cleaning, may be used to achieve the required results. After shampooing, all solutions shall be vacuumed from the carpet surfaces and removed from the walls, baseboards, and furnishings. All furnishings shall be returned to their proper locations.
- High Cleaning. These services consist of high dusting and cleaning of ventilator registers.
 - High Dusting. High dusting is the removal of all dust, lint, litter, spider webs, etc. from all walls, sills, ledges, furnishings, light fixtures, ceilings, etc. twelve (12) feet above the floor surface. Venetian blinds, where installed, are also included in high dusting.
 - Clean Ventilator Registers. After cleaning, the registers will be clean and free of streaks and the surrounding wall and ceiling areas shall be free of dirt, dust, grime, etc.
- Interior Glass Cleaning. Thorough cleaning of glass desktops, walls, partitions, interior office windows, interior and exterior doors, display cases, directory boards, draft shields on windows, mirrors and adjacent trim. After glass cleaning there shall be no traces of fingerprints, film, dirt, smudges, water/cleaning residue or other foreign matter.
- Furniture.
 - Shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

- Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.
- Damage to City Facility. Broken or damaged furniture, amenities, plumbing and fixtures or any other further needs of service found or discovered during the course of daily work shall be reported to the City representative during the next business day so that repairs can be made by City staff.
 - Emergency Call-Out Situation. In the event of extreme damage to City property, such as break-in, theft, flooding, fire damage, etc. the Contractor shall call the Henry County Police Department. Any such incidents shall be reported to the City representative during the next business day.
 - Vandalism. Graffiti is to be reported and removed promptly as it occurs from all building interior surfaces and exterior doors. All other acts of vandalism shall be reported to the City representative. Police reports may be required in extreme cases.

Cautions Signs

The Contractor shall display prominent caution signs when performing cleaning tasks which may cause hazardous conditions to people other than the Contractor's personnel. These signs shall always be used during normal business hours when the Contractor is creating wet or slick floors and/or working with heavy items over seven (7) feet above floor surfaces.

Customer Complaints

- The Contractor shall perform at a quality level that will prevent customer complaints.
- When notified of defective performance, the Contractor shall take such corrective action, within the next business day, as necessary to prevent its recurrence.

Changed Floor Surfaces and Furnishings

- Floor Surfaces. Differing efforts for different types of floor surfaces are assumed; however, no adjustments to the contract prices will be made for changes to floor surfaces. Should the City change the surfaces (i.e., carpet over concrete/tile, removal of carpet, etc.), the Contractor shall change the floor servicing and maintenance requirements, as necessary.
- Furnishings. Density and types of furnishings may be changed to compliment operations; however, the Contractor shall continue to service the areas in accordance with applicable requirements at no adjustment to contract prices.

Addition/Deletion of Facilities/Items

Although this solicitation identifies specific facilities/items, it is hereby agreed and understood that any facilities/items may be added to, and any awarded facility/item may be deleted from this contract at the option of the City. When an addition to the contract is required, the successful bidder(s) under this contract and other suppliers, as deemed necessary shall be invited to submit price quotes for these new facilities/items. If this quote is comparable with market prices offered for similar facilities/items, the supplier(s) and facilities/items shall be added to the contract, if it is in the best interest of the City and an addendum and a separate purchase order or change order shall be issued by the City.

Authorization to Perform Work Outside of Specifications

A company official or authorized agent shall advise the City and/or their representative when work other than that specified within the scope of work is required, with at least two (2) days' notice.

No work outside the scope of work shall be conducted without prior approval of the City and/or their representative. Upon completion of work, which is performed on a daily, weekly, monthly, quarterly, semiannual, or annual basis, this information shall be recorded in the Log.

Bi-Monthly Review Meetings

At no additional expense to the City, the Contractor's owner (company president and/or owner) or other officer or individual as approved by the City and/or their representative, will be available to meet with the City and/or their representative, on a bi-monthly basis for the purpose of reviewing the performance of the contracted workforce and effecting what changes, if any, are necessary.

At no additional cost to the City, upon the need arising as determined by the City and/or their representative, the Contractor's owner or designee will be available to meet with the City and/or their representative to discuss any special problems or concerns. This individual will be available within one working day upon notification.

Minimum Work

The specification requirements cited in this RFP are a minimum and as such, are not intended to limit the successful bidder's requirements to perform all work to the best of his or her ability in an acceptable manner.

Reporting Damages Caused by the Successful Bidder

Any damage caused by the successful bidder shall be reported to the City and/or their representative either in person or in writing. Successful bidder shall be responsible for paying for any and all damages of which may be paid via a credit against monthly billing or by direct payment.

Smoking and Unsafe Acts

All City of Stockbridge facilities are nonsmoking facilities. Safety is a primary concern of the City, and as such, unsafe acts will not be tolerated. Unsafe acts, such as smoking in the facility, will be grounds for immediate termination of the contract.

Water Extraction

The successful bidder shall provide emergency/routine water extracting capability.

Responsibility for Facility Access Cards

The Contractor, upon being issued one or more access cards for their employees for the purpose of gaining access to specified areas, is responsible for the same. It will be the responsibility of the Contractor to collect the access cards from employees who are no longer assigned to work in the City of Stockbridge facilities, as listed herein, and turning them in to the City and/or their representative.

Inventory of Equipment

The Contractor shall maintain an inventory of equipment to be kept on site and submit a copy or subsequent updates of the same to the City. This inventory shall be utilized to verify equipment leaving the facilities for whatever reasons, including such times as the contract is terminated.

Storage Areas

The janitor closets or similar storage areas designated by the City which may be available and utilized by the Contractor shall be kept clean and tidy at all times. All containers are to be kept properly sealed and labeled according to existing OSHA requirements. All exposed liquids are to be discarded immediately. All cleaning materials and supplies are to be stored as to minimize the possibility of spontaneous combustion.

Scavenging

Scavenging by any of the Contractor's personnel is prohibited, and the City may require the removal of any of the Contractor's employees who scavenges.

Emergency Contact Information

The Contractor will provide the City with evening, weekend, and holiday service, as necessary, to cope with events or an emergency situation which threatens public health and safety, as determined by the City. The Contractor will provide phone numbers and e-mail addresses for twenty-four (24) hours, seven (7) days a week, communication.

Furthermore, the Contractor shall have available an individual to answer telephone communications during normal working hours (Monday thru Friday), and an answering machine for occasions that an individual is not available.

1.2 COMMUNITY BACKGROUND

The City of Stockbridge is in the northern part of Henry County, Georgia which was founded May 15, 1821. Henry county has an area of approximately 331 square miles located in the Piedmont Section of northern Georgia and is surrounded by the counties of Butts, Clayton, DeKalb, Newton, Rockdale and Spalding Counties. Stockbridge, Georgia is just minutes south of Atlanta a straight drive down Interstate 75-South. The City is populated with approximately 30,000 residents.

The City is currently in construction of its City of Stockbridge Amphitheater, it has a relaxed atmosphere, with all the amenities of a major metropolitan area with an attractive lifestyle, and business opportunities. Stockbridge is a highly attractive place to live, work and play.

Stockbridge City Council (City) is the governing authority of the City of Stockbridge. The affairs of the City are conducted by a Mayor and five (5) member City Council. This elected body is responsible for the active coordination of community resources, to meet community needs.

The City Manager, who is appointed by the Mayor and City Council, oversees the day-to-day operations of the City and insures the efficient delivery of City Services. All activities and functions of the City are administered by the City Manager under the jurisdiction of the Mayor and City Council as set forth in State and Local Laws.

SECTION 2.0

2.1 OBTAINING THE RFP

This document and supporting documents can be downloaded at the City of Stockbridge Website, <http://www.cityofstockbridge.com/default.aspx> under “Bid Solicitations” and the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

2.2 PRE-PROPOSAL CONFERENCE

Due to Covid-19, the Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held via teleconference on Web-EX. Information regarding the meeting will be listed in the “Schedule of Events” of this RFP. Unless indicated otherwise, attendance is not mandatory, although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory; then a representative of the supplier must attend the conference in its entirety to be eligible for contract award.

2.3 PROPOSAL DUE DATE

All proposals are due in the Division of Purchasing of City of Stockbridge located in the **City of Stockbridge City Hall, 4640 North Henry Boulevard Stockbridge, GA 30281** on or before **November 19, 2020 (3:00 p.m.) EDT.**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the City of Stockbridge Purchasing Division. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

Each envelope or package on the outside shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0025
JANITORIAL MAINTENANCE SERVICES**

City of Stockbridge City Hall
4640 North Henry Boulevard Stockbridge, GA 30281
RFP Due Date: November 19, 2020 (3:00 p.m.) EDT

2.4 SUBMITTAL REQUIREMENTS

It shall be the sole responsibility of the Proposer to have his/her proposal/bid submittal delivered to the City of Stockbridge Procurement Division for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, FedEx, the proposer shall be responsible for its timely delivery to the Purchasing Division. **All bids must be Mailed Only to the City at the address listed in the bid. Proposer should obtain tracking receipt and may be asked to provide proof of the receipt via email within 3 days after bid opening date.**

2.4.1 BID OPENING

Beginning May 1, 2020, the City of Stockbridge Procurement Division, began conducting bid openings 100% online! For your convenience, bids will be opened and live streamed Thursday at 3:01 p.m. via Cisco WebEx. Joining the WebEx meeting will allow you to view the vendors responding to each bid and the bid amount submitted from each vendor. This will replace in-person bid openings.

To view the bid opening, please visit the City of Stockbridge Procurement website at <https://stockbridgega.municipalcms.com/pview.aspx?id=4640&catid=72> and click Join Meeting.

2.5 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP shall be submitted in writing to the Procurement Division contact person, Lindell Y. Miller, Purchasing Manager at ProcurementDivision@CityofStockbridge-ga.gov, 4640 North Henry Boulevard Stockbridge, GA 30281. Any response made by the City shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

2.6 REQUEST FOR PROPOSAL “SCHEDULE OF EVENTS”

Below is the current Schedule of Events, in local time (EDT), that will take place in the procurement process. The City reserves the right to make changes to the schedule as the City determines is in its best interest. Unless otherwise notified in writing by the City, the dates indicated below for submission of items or for other actions on the part of a Provider shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Provider to be disqualified.

EVENT	DATE
Request For Proposals Issued to Public	Thursday, October 22, 2020
Pre-Proposal Meeting (Non-mandatory) The Non-Mandatory Pre-Bid Tele-Conference Meeting Cisco WebEx. https://www.cityofstockbridge.com/pview.aspx?id=4640&catid=0	Thursday, October 28, 2020 (10:00 A.M, EDT)
Last Day for Questions to be Submitted	Friday, November 6, 2020 (12:00 noon, EDT)
RFP Submittal Due Date	Thursday, November 19, 2020 (3:00 p.m., EDT)
Project Manager Events Division – Decius Aaron, Public Works Director	

2.7 NO CONTACT DURING THE PROCUREMENT PROCESS

It is a request of the City that the evaluation and award process for City contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and City officials, elected officials and staff regarding pending awards of City contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any City officer, elected official, employee, or designated City representative, between the date of the issuance of this solicitation and the date of the City Manager's recommendation to the Council for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with City officers, elected officials, employees, or designated City representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

2.8 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFP and the Contract. Proposers must prepare such requests in writing for the City's consideration as set forth in this section of this RFP. While the City has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the City will set restrictions on the frequency and number of requests permitted. The City will not respond to requests, oral or written, received after **November 6, 2020 (12 Noon) EDT.**, local prevailing time. City reserves the right to post an addendum at any time prior to the bid opening date and it is the responsibility of the proposer to view the City's website for any all addendum post for specified solicitation. Proposers are advised that this section places no obligation on the part of the City to respond to any or all requests for clarification nor interpretation, and that the City's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be Submitted in writing via letter or email to the designated Purchasing Representative:

Purchasing Manager: Lindell Y. Miller
Email: ProcurementDivision@CityofStockbridge-ga.gov

Telephone inquiries will not be accepted.

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP and posted on the City website <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26>.

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the City shall be binding on the City. Proposers who submit a Proposal in reliance on any such oral information risk having their response to this RFP deemed non-responsive by the City. Only written responses issued by addendum to this RFP should be considered by the Proposers.

During the period provided for the preparation of Proposals, the City may issue addenda to this RFP. These addenda will be numbered consecutively and will be posted on the City website, <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26>. These addenda will be issued by, or on behalf of, the City and will constitute a part of this RFP.

Each Proposer is required to acknowledge receipt of each addendum by submitting an executed acknowledgment form. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.9 PREPARATION OF PROPOSALS

- a. Negligence on the part of the proposer in preparing the proposal confers no right for withdrawal or modification in any way after the deadline for the proposal opening.
- b. Unit price must be shown on the Proposal Cost Submittal Form in this document. All proposals should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
- c. All product, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
- d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the City, at no expense to the City. Unless otherwise specified, samples will be returned at the proposer's request and expense if items are not destroyed by testing.

- e. Full identification of each item proposal upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the proposer is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied.
- f. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective proposers are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the proposal for further consideration.
- g. Final determination of equivalency will be determined by the City of Stockbridge.
- h. Proposers are required to examine the scope carefully and to make sure they have full understanding of outlined scope.
- i. The City of Stockbridge will not be responsible for proposer's errors or misjudgment, nor for any information or lack of information, on location conditions, and/or general laws and regulations.
- j. Failure of a proposer to be aware of any applicable federal, state, or local regulations shall not excuse compliance, regardless of whether specifically cited in the Contract Documents and Specifications or any related document.

2.10 REJECTION AND WITHDRAWAL OF PROPOSALS

- a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify The Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight-hour period.
- b. The City will make a recommendation of the proposal to the City Council within 60 days from date of the opening.
- c. The City may reject all or part of the proposal within 60 days of proposal opening.

2.11 PROPOSAL AND CONTRACT DOCUMENTS

- a. A proposal executed by an attorney or agent on behalf of the Bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder Corporation:

If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term - The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the proposals/bid submitted by the successful Proposer.

2.12 EXCEPTIONS AND OMISSIONS

Any exceptions to the specifications and/or terms and conditions must be addressed during The question/clarification and addendum phases.

2.13 ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

2.14 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Stockbridge, or any work performed in connection therewith is the responsibility of the vendor(s).

2.15 CODES, PERMITS, FEED, LICENSES AND LAW

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. State Law regarding Worker Verification requires that all who enter a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City Proposer agrees that in the event the Proposer employs or contracts with any subconsultant(s) in connection with the covered contract, the Proposer will secure from the subconsultant(s) such subconsultant(s) indication of the employee-number category applicable to the subconsultant, as well as attestation(s) from such subconsultant(s) that they are complying. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal must be signed by the Proposer and will become part of the contract.

2.16 SAFETY

All vendors and subconsultant performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and CITY Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Proposers and subconsultant shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

2.17 DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the industry Acceptable standards of engineering practices and/or professional services.

2.18 STATEMENT OF WARRANTY

A Statement of Warranty should include all applicable manufacturers' warranty and the Proposer's warranty regarding equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

2.19 NON-COLLUSION

By submitting a proposal in response to this solicitation, the proposer represents that in the preparation and submission of this proposal, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any

action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 -68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

2.20 NONDISCRIMINATION

Notwithstanding any other provision of this Agreement, during the performance of this Agreement, Proposer, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be Excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

2.21 DRUG FREE WORKPLACE CERTIFICATION

By signing the Supply Service Contract form, the Proposer certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to The "Drugfree Workplace Act", have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Proposer's employees during performance of the contract; and
- b. Each Proposer who hires a subconsultant to work in a drug-free workplace shall secure from that subconsultant the following written certification: "As part of the subcontracting agreement with (Proposer's name), (Subconsultant's name) certifies to the Proposer that a drug-free workplace will be provided for the subconsultant's employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3".
- c. The Proposer further certifies that he 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.
- d. Proposer may be suspended, terminated, or debarred if it is determined that:
 - (1) The Proposer has made false certification hereinabove; or
 - (2) The Proposer has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 5 0-24-3.

2.22 GEORGIA SECURITY AND IMMIGRATION ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Proposer understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Proposer further agrees that such compliance shall be attested by the Proposer and any of his Subconsultants by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City of Stockbridge and the successful Proposer.

2.23 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM

Since a contract has been deemed a "public benefit," the Proposer or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SA VE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The Proposer must execute a SA VE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the Proposer is not a U.S. citizen, then the local government must run that Proposer through the SAVE system. Only non-U.S. citizens can be processed through the SA VE program.

2.24 DELIVERY AND F.O.B. DESTINATION

- a. All prices shall include shipping and delivery cost to our destination, F.O.B., Stockbridge, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The City will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The City desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

2.25 LOCAL VENDOR PREFERENCE (NOT APPLICABLE)

In the event that a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one (1) or more responsive, responsible local businesses is within five percent (5%) of the price submitted by the non-local business (and the other terms and conditions of the two bids are substantially the same), then that local business shall have the opportunity to submit, within five (5) working days of the notice of intent

to award, a final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The contract shall then be awarded to the responsive, responsible business submitting the lowest best and final bid. (See Section 3.30.100 - Competitive sealed bids)

2.26 AUTHORITY TO SIGN

- a. If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- b. The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

2.27 PROPOSAL SECURITY AND PERFORMANCE BONDS

- a. **Bid Bond** - the General Contractor Company awarded the contract for the project must provide a Proposal Bond in the amount **not less than 5% of the total amount** payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.
- b. **Payment Bond** - the General Contractor Company awarded the contract for the project must provide a Payment Bond in the amount equal to one hundred percent (100%) of the General Contractor Price prior to the execution of the Contract.
- c. **Performance Bond** - General Contractor Company awarded the contract for the project must provide a Performance Bond in the amount equal to one hundred percent (100%) of the General Contractor Price prior to the execution of the Contract.

2.28 RFP SUBMITTALS

See all specifications, **Evaluation Criteria and Exhibit I, II, and III** for the RFP, Submittal Checklist and requirements. The checklist will assist you to ensure that all submittals are included in your proposal. Ensuring that submittals are complete is solely the responsibility of the proposer/bidder. Failure to submit all submittals may deem your proposal non-responsive.

2.29 EVALUATION PROCESS

The Evaluation Committee (EC) will be responsible for ranking and recommending the most qualified firms(s) to City Council for award. The process for this procurement may proceed in the following manner: The Procurement Division delivers the RFP submittals to agency staff for summarization for the Evaluation Committee members. The appropriate department will review the litigation history and the Finance Department will review the financial portion of the submittals. Staff will also identify any incomplete responses. The Procurement

Manager Procurement will review the information and will make a recommendation to the Evaluation Committee as to each firm's responsiveness to the requirements of the RFP.

The final determination of responsiveness rests solely on the decision of the Evaluation Committee. All firms that are found to be both responsive and responsible to the requirements of the RFP may have an opportunity to make an oral presentation to the EC and discuss their proposal to illustrate to the Evaluation Committee their approach to the scope of work. If interviews are requested by the City, staff may provide a list of subject matter for the discussion and each firm will be given equal time to present but the question and answer may vary.

The final determination of responsiveness rests solely on the decision of the Evaluation Committee.

All proposals will be evaluated using the Evaluation Criteria and the detailed scope of services in **Exhibit I, II, AND III**, and requirements throughout this RFP.

2.30 PRESENTATIONS / DEMONSTRATIONS / INTERVIEWS (WHEN APPLICABLE)

The City reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the City reserves the right to negotiate with the second highest ranked Proposer. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.

The EC may provide a list of subject matter for the discussion. The individuals / firms will have equal time to present but the question-and-answer time may vary. Proposers / Providers may be requested to demonstrate the nature of their offered solution to the SC. After receipt of submittals, all firms will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD or a combination of both) should be given to the Purchasing Agent at the meeting to retain in the Purchasing files.

2.31 CITY'S TAX EXEMPTION

The City of Stockbridge is exempt from Federal Excise Tax or Georgia Sales Tax regarding goods and services purchased directly by the City of Stockbridge. Exemption certificates furnished upon request.

2.32 AWARD OF CONTRACT

- a. The City intends to award the contract for one (1) year with an option to renew for four (4), one (1) year periods. The City of Stockbridge desires to complete the award process in a timely manner. The City of Stockbridge reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the City with price and other factors considered. The

City of Stockbridge may elect to waive any technicalities. The proposal will be awarded to the lowest responsive, responsible or highest scored proposer(s), based upon the qualification requirements herein. The proposal specifications and results will be available on the City's web site: <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

- b. City of Stockbridge reserves the right to reject any proposal if the evidence submitted by or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on them proposal, an award may be made to the next low responsive and responsible proposer or highest scored proposer(s).
- c. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents.

Responsibility - The determination of the proposer's responsibility will be made by the City based on whether the proposer meets the following minimum standard requirements:

- Relevant knowledge, experience and qualifications of firm and team members.
- Proposed methodology and work plan to be used in the process.
- Understanding of the project and overall completeness of submission.
- Experience on similar projects/References
- The ability, capacity and skill of the Bidder to perform and/or provide the Work required.
- The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award.
- Has adequate financial means to meet obligations incidental to the work; and
- Such other factors as the City deem to be pertinent to either the bid or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the City based on a consideration of whether the proposer has submitted complete proposal documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

- d. The City is subject to making records available for disclosure after the City of Stockbridge approval of the recommendation. The award shall be made by the City Council of Stockbridge unless the lowest, qualified bid is less than the City Councils' approval limit. No claim shall be made by the selected Proposer for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated for the proposal project.

2.33 NEGOTIATION AND AWARD

It is the City's intent to conduct the first negotiation meeting no later than thirty (30) days after City Council approval of the final ranking by the Committee. At least one (1) of the representatives for the firm participating in negotiations with the City must be authorized to bind the firm. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the firm) an impasse will be declared and negotiations with the first-ranked firm will cease. Negotiations will begin with the next ranked firm. This process shall continue until the City successfully negotiates a Contract.

2.34 DISQUALIFICATION OF PROPOSERS

The submission of more than one (1) proposal to the City as the primary Proposer or member of a joint venture for the same work by an individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Proposer and the rejection of the proposal.

2.35 RESERVED RIGHTS

The City reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the City depending on available competition and timely needs of the City. There is no obligation on the part of the City to award the contract to the lowest proposer and the City reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the City. The City shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the City reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

Proposers failing to include all documents in the submittal package as required by the proposal requirements may cause the proposal to be declared as non-responsive and be rejected. The failure to follow instructions in completing any part of the proposal package may also cause the proposal to be declared non-responsive and be rejected.

2.36 APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of City shall apply. This solicitation is being conducted in accordance with all applicable provisions of the City of Stockbridge Code of Ordinances. By submitting a proposal/Bid in reference to this solicitation, a Proposer acknowledges that it is familiar with all laws applicable to this solicitation, including, but not limited to, the City's Code of Ordinances, which laws are incorporated into this solicitation by reference.

2.37 CONTROLLING LAW, VENUE

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Stockbridge, Georgia. This Agreement shall be governed by the applicable laws of the City of Stockbridge and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the City of Henry Judicial Courts.

2.38 PROPOSER AS INDEPENDENT PROPOSER

In conducting its business hereunder, Proposer acts as an independent Consultant and not as an employee or agent of City. The selection, retention, assignment, direction and payment of Proposer's employees shall be the sole responsibility of Consultant.

2.39 ASSIGNMENT

The Agreement, in whole or any part hereof, created by the award to the successful Proposer shall not be sold, not be assigned or transferred by Proposer by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Proposer, or with a business entity which is merged or consolidated with Proposer or which purchases a majority or controlling interest in the ownership or assets of Proposer without the prior written consent of the City of Stockbridge.

2.40 PERFORMANCE OF CONTRACT

- a. City reserves the right to enforce the Consultant's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Proposer shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Proposer accepts the relationship of trust and confidence established by the award Of this proposal solicitation. The Proposer covenants with the City to utilize the Proposer's best skill, efforts and judgment in furthering the interest of the City; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

2.41 DEFAULT AND TERMINATION

a. Termination by Consultant

The agreement resulting from this proposal shall be subject to termination by Consultant In the event of any one or more of the following events:

The default by City in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of City to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Proposer to remedy the same.

b. Termination by City

The agreement resulting from this proposal shall be subject to termination by the City at any time in the opinion of the City; the Proposer fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Consultant in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Proposer to remedy, or undertake to remedy with sufficient forces and to the City's reasonable satisfaction, the City shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Proposer fails to remedy such conditions within thirty (30) days to the satisfaction of the City, the City may exercise their option in writing to terminate the Agreement without further notice to the Proposer and order the Proposer to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the City.
- (2) Consultant files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Proposer and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Consultants' failure to conduct services according to the approved proposal specifications.
- (4) Consultants' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Consultant's performance of the contract is unmeasurably delayed.
- (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions,

specifications and any other requirements contained herein are not met, the City reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.

- (7) The Proposer agrees by its proposal submission that the City's decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such ability with all reasonable dispatch.

d. Waiver

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

2.42 INVOICES

Invoices and/or statements should not be faxed but originals must be mailed directly to:

**City of Stockbridge, City Hall
Finance Department Accounts Payable
4640 N. Henry Boulevard
Stockbridge, GA 30281**

2.43 PAYMENT

Payment shall be tendered to the successful Proposer upon acceptance and approval by the City for satisfactory compliance with the general terms, conditions and specifications of the proposal; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted, and receipt of a valid invoice.

2.44 BID BOND AND INSURANCE RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Form G of this RFP. Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance (“COI”) with policy limits equal to or greater than the limits outlined in **EXHIBIT I, II AND III – DETAILED SCOPE OF SERVICES**.

Proof of insurance must be provided to the City prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.

2.45 ACCURACY OF RFP AND RELATED DOCUMENTS

The City assumes no responsibility that the specified technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the City will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFP.

Should a recipient of this RFP find discrepancies in or omissions from this RFP and related documents, the recipient of this RFP shall immediately notify the Purchasing Contact Person identified in Section 2.5 in writing at the following address: City of Stockbridge Purchasing Division City Hall, 4640 North Henry Boulevard, Stockbridge, Georgia, 30281. A written addendum, if necessary, then will be made available to each recipient of this RFP.

2.46 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Proposers are reminded that they should only contact the person designated by the RFP.

Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the contract. It is also expected that the Proposer will obtain information concerning the conditions at locations that may affect its work.

Except with respect to events or conditions, which are not discoverable, the Proposer shall make his/her own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions encountered or created, without extra cost to the City.

Each proposer is responsible for any inspections of sites if applicable and for reading and being thoroughly familiar with the contract documents and requirements. The failure or omission of any proposer to so familiarize him/herself shall in no way relieve the proposer from any obligation in respect to his/her proposal.

2.47 PUBLIC RECORDS DISCLOSURE:

All solicitations submitted to the City are subject to public disclosure pursuant to Georgia's Open Records Act.

2.48 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The City, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The City has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFP, Proposers waive any challenge to the City's decisions in this regard. Marking all or substantially all a Proposal as confidential may result in the Proposer being deemed non-responsive to this RFP.

Notwithstanding the foregoing, Proposers recognize and agree that the City, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.49 CITY RIGHTS AND OPTIONS

- a. This RFP constitutes an invitation to submit Proposals to the City. Without limitation or penalty, the City reserves and holds at its sole discretion, the following rights and options:
- b. This RFP does not obligate the City to select, procure or contract for any services whatsoever.
- c. The City reserves the right to award a contract based on this RFP and the proposal(s) received (in whole or in part) to one or several vendors.
- d. The City reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the City.

- e. All costs incurred by a Proposer in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the City will be borne by the Proposer.
- f. The City reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFP from further consideration for this procurement, and to notify such Proposers of the City's determination.
- g. The City may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.
- h. The City reserves the right to waive any technicalities or irregularities in the Proposals.
- i. The City reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
- j. The City may request Proposers to send representatives to the City for interviews and presentations.
- k. To the extent deemed appropriate by the City, the City may select and enter discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.
- l. The City reserves the right to discontinue negotiations with any selected Proposer.
- m. The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.
- n. All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the City and will not be returned, and the City reserves the right to utilize all such information contained in the Proposals without further cost to the City.
- o. The City may add to or delete from the Project Scope of Service specifications set forth in this RFP.
- p. Any and all Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.
- q. Neither the City, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.
- r. The City, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.

- s. By responding to this RFP, Proposers acknowledge and consent to the rights and conditions set forth in this RFP.

2.50 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFP, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer.

In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process, including any costs incurred by the Proposer in any subsequent negotiations entered in connection with developing the Proposal. There shall be no claims whatsoever against the City, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFP or procurement process or in connection with the selection process or any negotiations.

2.51 TERMINATION OF NEGOTIATIONS

The City at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the City determines that such Proposer is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. The City will give written notice of its decision to the Proposer, which shall be sent in writing, signed by the City.

2.52 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the City will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent's qualifications. If requested by the City of Stockbridge Purchasing Division, Respondent's maybe required to submit additional or supplemental information to determine whether the Respondent meets all the qualification requirements. If not with its response, such evidence must be submitted to the City no later than five (5) business days from request of the Purchasing Manager.

2.53 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the Finance Director or designated representative.

2.54 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Request For Proposals is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders and proposers are notified that all bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia).

A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the City cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act.

All bidders/proposers intending to do business with the City are responsible for independently apprising themselves and complying with the requirements of that law and its effect on City procurements and their participation in those procurements.

For additional information on the E-Verify program or to enroll in the program, go to: [HTTTPs://e-verify.uscis.gov/enroll](https://e-verify.uscis.gov/enroll).

2.55 AUTHORIZATION TO TRANSACT BUSINESS

If the Proposer is a Georgia corporation, the corporation, prior to contract execution, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

2.56 PAYMENT

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of the Contract. Invoices will be subject to verifications and approval by the Requesting Department. Payment will be based on receipt of individually completed check lists and upon inspection by the City's Authorized Representative of the work / services performed.

2.57 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

2.58 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it nor its subconsultant are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City.

2.59 GENERAL REQUIREMENTS

- a. Proposals may be withdrawn upon receipt of a written request prior to the Stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim.
- b. City of Stockbridge shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be considered in determining acceptability.
- c. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.
- d. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the City of such defect, damage or deficiency.
- e. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the City with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the City is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
- f. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
- g. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of its rights, title or interest therein without prior written consent of the Council.

- h. In case of default by the successful Offeror, City of Stockbridge may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
- i. All proposals and bids submitted to the City of Stockbridge subject to the Georgia “Open Records Act”, Official Code of Georgia, Annotated (O.C.G.A.) § 50-18- 70 et seq.

2.60 MULTI-YEAR CONTRACT TERM

The period of this Agreement shall consist of a series of Terms as defined below. The City is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the City’s then current fiscal year.

a. Commencement Term

The “Commencement Term” of this Agreement shall begin on the date of execution of the Agreement in the year January 1, 2020, the starting date, and shall end absolutely and without further obligation on the part of the City on the 31st day of December, 2020. The Commencement Term shall be subject to events of termination and the City’s termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the City’s obligation to make payments provided under this Agreement shall be subject to the City’s annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the City’s governing body and such obligation shall not constitute a pledge of the City’s full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the City upon the approval of the City Council for four (4) one-year (“Renewal Terms”). However, no Renewal Term of this Agreement shall be authorized, nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the City Manager or City Council for the calendar year of such Renewal Term. If approved by the City Board of Commissioners, the First Renewal Term shall begin on the 1st day of January 2021 and shall end no later than the 31st day of December 2021. If approved by the City Manager or City Council, the Second Renewal Term shall begin on the 1st day of January 2022 and shall end no later than the 31st day of December 2022. If the City chooses not to exercise any Renewal Term as provided in this Section, then the

Term of this Agreement then in effect shall also be deemed the “Ending Term” with no further obligation on the party of either party.

Remainder Left Blank Intentionally

3.1 SUBMISSION REQUIREMENTS

All Proposals, including all attachments, must be received by the City in a sealed package no later than **Thursday, November 19, 2020 (3:00 pm) EDT** and must be addressed to:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0025
JANITORIAL MAINTENANCE SERVICE
City of Stockbridge, City Hall
Procurement Division
4640 N. Henry Blvd., Stockbridge GA 30281**

The Proposal shall consist of all documents listed on the Required Submittal Checklist (Exhibit III), Evaluation Criteria and the Scope of Services listed in Exhibit I. The Proposal shall include proposer information, technical information, business related information, and any Technical Proposal forms requested, sealed, marked and packaged.

The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0025
JANITORIAL MAINTENANCE SERVICE
CITY OF STOCKBRIDGE, CITY HALL
Proposer's Name and Address**

The Request For Proposals (RFP) requirements, responses shall **consist of one (1) signed, original that is marked "ORIGINAL" and five (5) bound photocopies that are identical to the original and marked "COPY" and one (1) flash drive containing a pdf format of the RFP submittal.** Minimum font size of eleven (11) shall be used. All pages shall be single sided.

Failure to submit the RFP response in the manner specified herein or failure to closed identical permanently bound copies of the original materials in each response copy submitted may result in the disqualification of the entire submittal.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the City reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section.

Response packages do not have to be professionally produced nor professionally packaged. Regarding the Evaluation Criteria: each firm has a continuing obligation to provide the City with any material changes to the information requested. The City reserves the right to obtain additional information from interested individuals /firms. To assure consistency, proposals must conform to the format contained herein. Paper size: 8½” x 11”. Larger charts and graphs may be provided if folded neatly to 8½” x 11” and the following items, in the order presented below, with tabs between the sections must be included:

Evaluation Criteria	Tab Number
The Proposal shall include the appropriate and requested information in enough detail to demonstrate the Proposer’s knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer’s responses to the criteria described below. Provide answers below. If you are submitting a response as a joint venture, you must respond to each question for each entity forming the joint venture. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable	
Section 1 – Letter of Transmittal a. The Proposer’s name, mailing address, telephone number and nearest office location. b. Letter of Transmittal. Letter transmitting the Proposal, identifying the team members and providing a designated point of contact, including name, title, address, email address, and telephone and fax numbers of one (1) individual to whom all future correspondence and/or communications should be directed by the City concerning this solicitation. The letter should include a narrative statement of the Consultant’s approach to providing the Services solicited in this RFP. c. A statement that the proposal is in response to the RFP for JANITORIAL MAINTENANCE SERVICES	Tab 1

Section 2 – Executive Summary a. Proposer shall submit their approach to the work as it relates to the contract, understanding of the contract’s goals and objectives and a demonstrated understanding of the contract’s potential problems and concerns in a brief executive summary and provide primary local contact person(s) and telephone number(s) b. Total number of company's local full-time employees c. Year company was established d. Description of the company's background and size. e. Description of the company’s corporate structure, including whether the company is under the control of any other corporation or organization. Include the legal status of the organization.	Tab 2
Section 3 – Project Team Qualifications/Qualifications of Key Personnel Staffing a. Proposer shall provide a team/staff who has a minimum of three (3) years’ experience providing Janitorial Maintenance Services to a governmental entity that is similar in size and scope as the City of Stockbridge. The Contractor shall provide a Project Manager that will be responsible for managing and overseeing services provided in all service areas and ensuring quality control. The Project Manager shall be responsible for all aspects of JANITORIAL SERVICES. b. The Project Manager must provide pro-active recommendations to the City for ongoing maintenance of City properties throughout the term of the contract. c. Proposer shall provide the resumes and any professional license information for each key personnel proposed for this project, specifically managers and all other personnel to be assigned to this project. d. Include the role and responsibilities that each key personnel member will perform on this project. e. Proposer shall provide an organizational chart/list which clearly indicates each team member assigned with the overall project coordination.	Tab 3

II. Availability of Key Personnel Based on the scope of services, state percentage of time key personnel will spend on this project. Please provide the following information for the propose manager and their support team: - Percentage of time key personnel will spend on this project; and - Current workload of key personnel. SEE EXHIBIT I, II AND III DETAILED SCOPE OF SERVICES	
Section 4 – Past Performance Past Performance - Describe proposer’s experience in Janitorial Maintenance Services for the past five (5) years regarding the proposer. Include the following for each project: - Location e. Date of completion (month, year) - Company role and responsibility for the project. - List Proposer’s key personnel involved on the project. - Provide references including contact name, title, organization, address, phone and email address for all cited projects completed and active. Provide names, email addresses and phone numbers of three government customers with comparable volumes and origination types, who have been contracting the services requested in this RFP.	Tab 4
Section 5 – Technical Approach Proposer shall describe their approach in the Janitorial Maintenance Services: for the City as identified in the Scope of Work (Exhibit I, II, AND III) and must identify all major tasks; and approach to the maintenance associated with each major task, at a minimum, and any other information that will assist in planning for the City Janitorial Maintenance Services. Technical Approach/Services: <u>Technical Approach/Services:</u> Project Approach Work Plan: Responders are required to describe the approach and methodology to adequately staff specifically trained, experienced and licensed individuals in the areas of janitorial maintenance/facility cleaning Indicate your strategies for quality control, issue anticipation and resolution throughout the project, your methodology for coordination and issue tracking, as well as any other information you feel is pertinent. This section shall be signed by an authorized representative of the prospective Proposer	Tab 5

Section 6 - Cost Proposal a. The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 2020-0025 for "JANITORIAL MAINTENANCE SERVICES AND CONSTRUCTION" on the outside of the envelope. b. DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive. c. Responders are required to submit their costs on <i>Cost Proposal Forms</i> Responder shall not altered the cost proposal form.	Tab 6
Section 7 - Location Identify the office location responsible for this project. Supply legal firm name, headquarters address, local office addresses, satellite offices and warehouse addresses, if applicable. State of incorporation, and key firm contact names with their phone numbers and e-mail addresses.	Tab 7
Section 8 - Recent, Current, and Projected Workloads of the Firms – List all current clients, during the past five (5) years, both completed and active with approximate percent complete.	Tab 8
Section 9 - Proposer Financial Information a. It is the practice of the City to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work. b. If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime Proposer. The following documentation is required in order for the City to evaluate financial responsibility: a. Provide your firm's most recent balance sheets. b. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution. c. Provide a sworn statement that your firm has not filed petition(s) for Federal Bankruptcy or state insolvency. The statement must be notarized.	Tab 9

Section 10 – Litigation The City will consider a vendor's litigation history information in its review and determination of responsibility. All vendors are required to disclose to the City all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the vendor, any parent or subsidiary of the vendor, or any predecessor organization. If the vendor is a Joint Venture, the information provided should encompass the Joint Venture (if it is not newly formed for purposes of responding to the solicitation) and each of the entities forming the Joint Venture. Although the review of a vendor's litigation history is an issue of responsibility, the failure to provide litigation history as required in the Evaluation Criteria may result in a recommendation of non-responsiveness by the Purchasing Manager.	Tab 10
Section 11 - Business Licenses, Licenses, and Insurance Evidence that your proposer and/or persons performing the work are licensed to do business in the State of Georgia. Proof of insurance as listed. Evidence of possession of required licenses or business permits. Wrecker service will have a current business license and be in compliance with the local jurisdictions zoning. Attach copies of all such licenses issued to the business entity. List any regulatory or license agency sanctions. If there are none, state none.	Tab 11
Section 12 – References Proposer is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Proposer should use the appropriate reference form to distribute to its reference organization/firm to complete and return to the proposer's attention. Proposer should submit the completed Reference Verification Form with its response. The City will verify references provided as part of the review process. Provide a minimum of five (5) references that are comparable in scope, size, and clients within the last five (5) years. Governmental/Public entities are preferred. EXHIBIT VI, REFERENCE VERIFICATION FORM	Tab 12
Section 13 – Documents and forms required by the City Please provide all other documents and forms not included in the above sections.	Tab 13

PROPOSAL EVALUATION CRITERIA

City's selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the City's staff. The Proposer's submittal must fully address the requirements listed in this solicitation and the Firm's degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. The award shall be based on but not limited to the following factors:

RFP Evaluation Criteria	Scoring Value Maximum Points
1. Project Team Qualifications/Qualifications of Key Personnel Proposer shall provide a team/staff who has a minimum of three (3) years' experience providing janitorial maintenance services to a governmental entity that is similar in size and scope as the City of Stockbridge. The Contractor shall provide a Project Manager that will be responsible for managing and overseeing services provided in all service areas and ensuring quality control. The Project Manager shall be responsible for all aspects of the successful implementation and management of JANITORIAL MAINTENANCE SERVICES. See Detailed Scope of Services and Overview of Proposal Requirements	0-35
2. Technical Approach/Project Management Proposer shall describe their approach in Janitorial Maintenance Services as identified in the Scope of Work (Exhibit I, II, AND III AND SPECIFICATIONS) and must identify all major tasks; and approach to the maintenance associated with each major task, at a minimum, and any other information that will assist in planning for the Janitorial Maintenance Services. Technical Approach/Services: • Project Approach Work Plan: Responders are required to describe the approach and methodology to adequately staff specifically trained, experienced and licensed individuals in the areas of Janitorial Maintenance Services • Include a listing of the City's responsibilities and the Responder's responsibilities required to complete the project.	0- 35

3. Cost Proposal The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 2020-0025 for JANITORIAL MAINTENANCE SERVICES DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive. Responders are required to submit their costs on <i>Cost Proposal Forms</i>. Responder shall not alter the cost proposal form.	0- 30
MAXIMUM SCORING POINTS TOTAL	100

Total points awarded for price will be determined by applying the following formula:

(Lowest Overall Cost /Proposer's Price) x 30 = Price Score

Please note that prices may be negotiated in the best interest of the City after the scoring is completed

EXHIBIT I
DETAILED SCOPE OF SERVICES
REQUEST FOR PROPOSALS (RFP) NO. 2020-0025
JANITORIAL MAINTENANCE SERVICES

Scope of Services

The scope of work of this contract will include complete janitorial services for the City of Stockbridge, which are listed within this proposal, from a certified, bonded Contractor. Additionally, the City will need a Contractor that can perform daily wipe downs and disinfecting services to combat COVID-19.

The City currently has seven (7) locations that require janitorial services. The total square footage to be serviced is approximately ninety thousand (90,000) square feet. This number is subject to change and the City reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful Contractor will be required to provide quality service with minimal service call backs.

COVID-19

During this COVID-19 public health pandemic, the Contractor will be expected and required to follow all Center for Disease Control (CDC) cleaning requirements. This includes, but is not limited to, frequent disinfecting of all high-touch surfaces. Areas shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease-causing organisms. Servicing shall be accomplished often enough to assure adequacy of supplies and hygienic condition of facilities. The Contractor shall use only germicidal disinfectants that bear an Environmental Protection Agency (EPA) Registration Number and are EPA approved for COVID-19 disinfection.

The services to be provided must meet or exceed the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations, Interim Recommendations for US Community Facilities with Suspected/Confirmed COVID-19. Furthermore, the Contractor will provide a copy of their COVID- 19 cleaning Standard Operating Procedures (SOP).

Personnel

- ***Project Manager.*** The Contractor shall provide a Project Manager, along with an alternate Project Manager, who shall be responsible for the performance of the work. The names of these persons shall be designated in writing to the City. The Project Manager shall be available during the hours from 8:00 A.M. - 5:00 P.M. to meet with the City's representative to discuss problem areas. The Project Manager shall also be available by telephone after hours to respond to defective performances and respond within twenty-four (24) hours regarding all other inquiries during regular business hours. The Contractor shall provide management services, including but not limited to employee

supervision, work scheduling, supplies control, quality control, and management availability. The Project Manager and alternate must be able to fluently read, write, speak, and understand English.

Supervision. The Contractor shall provide employee supervision during all cleaning hours to assure that cleaning tasks are performed to the standards set forth herein. The Contractor shall provide the City with the Supervisor's cell phone number in the event of performance issues or other problems during the work shift and must respond to a call within thirty (30) minutes. The Supervisor must be able to read, write, speak, and understand English.

- Employees. The Contractor's personnel shall present a neat appearance and wear work uniforms bearing the name of the company and the employee's name. Personnel not so attired shall not be permitted to work under this contract until properly uniformed. The Contractor shall not employ any person who is an employee of the City if the employment of that person would create a conflict of interest. No unauthorized person or persons not employees of the Contractor (i.e., spouse, children, brother, sister, friends, etc.) shall be allowed on City premises during the performance of services under this contract.

The Contractor shall insure that all its employees abide by the following rules:

- Contractor's employees shall be of good integrity and character.
- Contractor's employees shall not disturb any papers, boxes, personal items, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
- Contractor's employees shall report any property loss or damage to their Supervisor immediately. The Supervisor shall report such loss or damage, within twenty-four (24) hours to the City or its representative in writing, specifying the location and extent of the loss or damage. Failure to report such loss or damage, as required, may be construed as default of the contract.
- Contractor's employees shall not open drawers or file cabinets. Telephones may be used only in emergency situations.
- Contractor's employees shall not leave keys in doors. Exterior doors shall not be propped open. The Contractor shall not admit anyone into any building or office who is not a designated employee of the Contractor. All doors that were unlocked upon entry will be immediately re-locked. Doors will be re-locked upon exiting.
- Contractor's employees shall not move or use copy machines or other office machines unless specifically requested by the City or its representative.
- Contractor's employees shall not engage in idle or unnecessary conversation with City employees, other employees of the Contractor, or visitors to the building.

- Contractor's employees shall not remove any article or materials from the premises, whatever its value. This is to include the contents of any item in trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
- Contractor's employees shall abide by the rules and regulations set forth by the City, which affect the performance of the work.
- Each employee shall have at least six (6) months to one year of experience as a janitorial employee. Supervisory employees shall have at least one year of experience as a cleaning Supervisor.
- Contractor's employees shall only eat or drink in designated break areas. No smoking in any of the City's facilities.
- The Contractor shall immediately remove from the job and replace any employee who fails to abide by these, or other rules established by the City or who the City otherwise determines to be unacceptable.
- Personnel. Personnel are required to undergo an extensive background check in order to work in City Buildings. The Contractor shall provide a current background check on each individual that will be working in the buildings no later than five (5) working days prior to the individual beginning work. The background check will be reviewed and approved by the City before any Contractor employee may begin work. The Contractor is responsible for any costs associated with this action. If the individual has not been a resident in Georgia for twelve (12) months, then a check should be done from their previous residence. The City reserves the right to reject any proposed custodial personnel based on background check information.

Quality Control

1. The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the Contractor's basic quality control program shall be provided to the City prior to the start of services under the contract. An updated copy must be provided to the City as changes occur. The program will include, but not be limited to the following:
 - An inspection system that assures the satisfactory execution of all the services specified and all of the conditions stipulated in this document.
 - A method of identifying deficiencies in the quality of services performed before the level of performance is deemed unacceptable.
 - A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the City upon request at any time during the life of the contract.
 - At least once each month at each facility, the Contractor will meet with the City's representative to inspect the facility using a quality control evaluation form.

Physical Security

The Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damages caused by the Contractor's personnel or equipment will promptly be repaired by the Contractor to the condition existing before the damage or be replaced, as determined by the City. All costs for such repairs or replacements shall be the sole responsibility of the Contractor. The City reserves the right to select or approve the person/company doing the repair and the materials used.

The Contractor shall be responsible for securing all areas where services are performed by closing and locking all windows, doors, and gates and by extinguishing all lights, except those lights designated to be left on.

Key Control. The Contractor shall establish and implement methods of ensuring that all keys and security codes issued to the Contractor are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the City. The Contractor shall develop key control procedures that will be included in the Contractor's Quality Control Plan. The Contractor shall promptly report lost key(s) to the City.

The City may require the Contractor to replace, re-key, or reimburse the City for replacement of locks or re-keying as a result of the Contractor losing keys. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the City and the total cost deducted from the Contractor's monthly payment.

Energy Saving Practices

The Contractor shall instruct employees in energy saving practices, including:

- Lights shall be used only in areas where and when work is actually being performed. Lights shall be controlled by using switches and not circuit breakers.
- Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the Contractor's employees.
- Water faucets or valves shall be turned off after the required usage has been accomplished.

Lost and Found Property

The Contractor shall ensure that all items of possible personal or monetary value found by the Contractor's employees are turned in to the City's representative.

Equipment and Supplies

The Contractor shall provide all equipment and cleaning supplies necessary to accomplish the janitorial services required by this contract.

- **Equipment.** The Contractor shall use equipment and supplies that are of the quality, size, and durability normally used in the industry for the performance of similar janitorial

services. The City's representative will review and approve this list prior to commencing services. All equipment and supplies shall be equal to or exceed those listed below and shall be of adequate quantities to provide readily available stock to perform the required service. The City's representative may periodically inspect the Contractor's equipment to ensure its serviceability, safety, and performance. Items determined not in compliance will be removed and replaced with suitable equipment by the Contractor.

- Carpet Cleaner/Equipment. Shall be used as recommended by the carpet manufacturer.
- Disinfectants. Quaternary type or Hydrogen Peroxide based cleaners shall be used for sinks and general bathroom cleaning.
- Extension Cords. Commercial, heavy duty, three-way conductor (with ground) flexible cord suited for use in wet areas shall be used.
- Floor finishes. Commercial quality metal – interlock floor finish shall be used when refinishing hard floors. Sealers and floor finishes are to be approved by the City prior to application.

Supplies

- Cleaning Supplies. The Contractor shall provide all cleaning supplies necessary to accomplish the required services. These cleaning supplies shall conform to contract requirement and industry standards for the type of cleaning being accomplished. All containers including secondary containers (spray bottles) shall be labeled.
- Restroom Supplies. The Contractor shall provide paper hand towels, toilet paper, toilet seat covers, and hand soap as required. Quality of paper products are to be approved by the City and must be made of one hundred (**100%**) percent recycled materials.
- Trash Can Liners. The Contractor shall provide plastic trash can liners for use in all restrooms and other areas receiving basic cleaning services. The liners shall be sized to adequately fit the trash cans.

Storage Areas

- Storage facilities will be provided at no cost to the Contractor within the buildings being serviced to store equipment and supplies, pending availability. The Contractor shall store in these areas only equipment/supplies used for this contract. The Contractor shall be responsible for maintaining these areas in a clean, orderly manner. No combustibles, flammables, corrosives, or explosives shall be stored in these areas.
- SDS. The Contractor shall provide Material Safety Data Sheets for all chemicals used in City buildings and facilities. The Contractor will maintain an SDS binder in each facility's custodial storage closet for products used and/or stored in that facility.

Performance Standards

The following basic cleaning services shall be provided by the Contractor for the buildings and frequencies specified in Appendix A:

- **Maintain Floors.** Floor maintenance consists of sweeping, vacuuming, and mopping. Chairs, trash receptacles, light-weight furniture and other easily moved furnishings shall be tilted or moved to maintain floors underneath. All floors, stairways and storage areas shall be swept/mopped/vacuumed when required to maintain them in a clean appearance and condition. After mopping, the floor shall have a uniform appearance with no streaks, black marks, swirl marks, detergent residue, or evidence of remaining dirt or standing water. Floor sweeping is required prior to mopping. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc. or mop strands remaining in the area. Neither wood nor carpeted floors shall be wet mopped. After vacuuming, carpeted floors shall be free of visible dust, dirt, debris, staples/paper clips with no spillages or stains.
- **Walk-Off Mats.** Carpet-type entrance mats shall be vacuumed to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed, or hosed down outside to remove soil and grit. Soil and moisture underneath entrance mats shall be removed, and mats returned to their normal location.
- **Waste Diversion Program.** A waste diversion program will be in place during the term of this contract. All City facilities will have waste bins labeled with these two (2) separate waste streams: Paper Recycling, Comingle Recycling (the bins may also be labeled as “Metals, Plastics and Glass”, or as “Bottles and Cans”). Some facilities may also have cardboard. The Contractor must keep these sorted waste materials separate when servicing waste bins and must place them into the appropriate bins provided by the City’s contract waste hauler.
 - Paper recycling bins and paper shredders need to be emptied throughout facilities and need to go into the paper recycling cart.
 - Comingle recycle bins (bins labeled as “Metals, Plastics and Glass” or “Bottles and Cans”) need to be emptied throughout facilities and need to go into the “Glass, Plastic and Metals” recycling cart.
 - Trash cans shall be emptied, and the contents disposed in the City’s dumpster located at each facility.
 - Cardboard boxes shall be broken down and placed next to waste hauler’s carts or into the cardboard recycling bin (if present).
- **Low Dusting.** Low dusting is the removal of all dust, lint, litter, and dry soil from the horizontal surfaces of desks, chairs, file cabinets, book shelves, tables, and other types of office furniture and equipment and from horizontal ledges, window sills, hand rails, etc. to a line seven (7) feet above floor level.

- Glass. Includes spot cleaning all glass desk tops, walls, partitions, interior office windows, interior and exterior door glass, display cases, directory boards, draft shields on windows, mirrors and adjacent trim. After glass cleaning, there shall be no traces of fingerprints and smudges.
- Drinking Fountains. Disinfect all porcelain and polished metal surfaces, including the orifices and drain. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale, and other obvious soil.
- Spot Cleaning. Remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors, furnishings, and fixtures. Germicidal detergent shall be used in restrooms, locker rooms, showers, break rooms, and drinking fountains. Brass hardware, aluminum bars, handrails, and other metal on stairs or doors, shall be polished with a polishing compound. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of soil.
- Grounds Cleaning. Landings, entrances, and interior courts shall be free of trash and refuse. Paper, empty bottles, and cans shall be removed and recycled appropriately. Remove cobwebs and dust from entryway eaves and canopies.
- Restroom/Shower Room Cleaning. After cleaning, the restrooms will be clean and sanitary. The following actions shall be performed as minimum to accomplish these results:
 - Completely damp-clean and disinfect all surfaces of toilet bowls, urinals, lavatories, showers, dispensers, mirrors, chrome surfaces, and other such surfaces, using a germicidal detergent/cleaner.
 - Disinfect all surfaces of partitions, stalls, stall doors, shower walls/floors and wall areas adjacent to wall mounted lavatories, urinals, toilets, and locker room wet area mats.
 - De-scale toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, and rust stains. Re-supply restroom. Restrooms shall be stocked so that supplies do not run out prior to next servicing. Toilet paper rolls that are less than fifty (50%) percent full shall be removed and replaced with a full roll. Partial rolls of toilet paper shall not be left on top of the dispenser.
 - Mop floors using germicidal detergent/cleaner solution.
- Table Cleaning. Tables shall be damp cloth cleaned to remove dust, smudges, fingerprints, marks, streaks, etc.

Periodic Cleaning Services

Periodic cleaning services shall be provided by the Contractor in accordance with the frequencies as specified in Appendix A.

- **Floor Finishing (Waxing).** All appropriate hard-surfaced floors shall be stripped, sealed, and waxed to maintain floors in a clean, clear glossy appearance. As a part of this practice, old wax shall be stripped from the floor surfaces, including corners and edges, to prevent wax buildup and "yellowing". In addition to the above, all floors shall be waxed/buffed in accordance with a schedule prepared by the Contractor and approved by the City. Waxing/buffing includes combination techniques of dry buffing/burnishing, spray buffing, stripping, and waxing to achieve required results. Sections and/or entire floor surfaces shall be treated to maintain standards. Floor waxing/buffing shall only be performed on previously cleaned surfaces. Upon completion of waxing/buffing, all wax, dust, or other residues shall be removed from walls, baseboards, and other furnishings. All furnishings shall be returned to proper positions.
- **Carpet Shampooing.** Carpet shampooing shall be conducted to maintain the carpets in a clean, stain-free, and non- discolored condition. A combination of techniques, including steam and wet/dry solution cleaning, may be used to achieve the required results. After shampooing, all solutions shall be vacuumed from the carpet surfaces and removed from the walls, baseboards, and furnishings. All furnishings shall be returned to their proper locations.
- **High Cleaning.** These services consist of high dusting and cleaning of ventilator registers.
 - **High Dusting.** High dusting is the removal of all dust, lint, litter, spider webs, etc. from all walls, sills, ledges, furnishings, light fixtures, ceilings, etc. twelve (12) feet above the floor surface. Venetian blinds, where installed, are also included in high dusting.
 - **Clean Ventilator Registers.** After cleaning, the registers will be clean and free of streaks and the surrounding wall and ceiling areas shall be free of dirt, dust, grime, etc.
- **Interior Glass Cleaning.** Thorough cleaning of glass desktops, walls, partitions, interior office windows, interior and exterior doors, display cases, directory boards, draft shields on windows, mirrors and adjacent trim. After glass cleaning there shall be no traces of fingerprints, film, dirt, smudges, water/cleaning residue or other foreign matter.
- **Furniture.**
 - Shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.
 - Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

- *Damage to City Facility.* Broken or damaged furniture, amenities, plumbing and fixtures or any other further needs of service found or discovered during the course of daily work shall be reported to the City representative during the next business day so that repairs can be made by City staff.
 - *Emergency Call-Out Situation.* In the event of extreme damage to City property, such as break-in, theft, flooding, fire damage, etc. the Contractor shall call the Henry County Police Department. Any such incidents shall be reported to the City representative during the next business day.
 - *Vandalism.* Graffiti is to be reported and removed promptly as it occurs from all building interior surfaces and exterior doors. All other acts of vandalism shall be reported to the City representative. Police reports may be required in extreme cases.

Cautions Signs

The Contractor shall display prominent caution signs when performing cleaning tasks which may cause hazardous conditions to people other than the Contractor's personnel. These signs shall always be used during normal business hours when the Contractor is creating wet or slick floors and/or working with heavy items over seven (7) feet above floor surfaces.

Customer Complaints

- The Contractor shall perform at a quality level that will prevent customer complaints.
- When notified of defective performance, the Contractor shall take such corrective action, within the next business day, as necessary to prevent its recurrence.

Changed Floor Surfaces and Furnishings

- *Floor Surfaces.* Differing efforts for different types of floor surfaces are assumed; however, no adjustments to the contract prices will be made for changes to floor surfaces. Should the City change the surfaces (i.e., carpet over concrete/tile, removal of carpet, etc.), the Contractor shall change the floor servicing and maintenance requirements, as necessary.
- *Furnishings.* Density and types of furnishings may be changed to compliment operations; however, the Contractor shall continue to service the areas in accordance with applicable requirements at no adjustment to contract prices.

Addition/Deletion of Facilities/Items

Although this solicitation identifies specific facilities/items, it is hereby agreed and understood that any facilities/items may be added to, and any awarded facility/item may be deleted from this contract at the option of the City. When an addition to the contract is required, the successful bidder(s) under this contract and other suppliers, as deemed necessary shall be invited to submit price quotes for these new facilities/items. If this quote is comparable with market prices offered

for similar facilities/items, the supplier(s) and facilities/items shall be added to the contract, if it is in the best interest of the City and an addendum and a separate purchase order or change order shall be issued by the City.

Authorization to Perform Work Outside of Specifications

A company official or authorized agent shall advise the City and/or their representative when work other than that specified within the scope of work is required, with at least two (2) days' notice.

No work outside the scope of work shall be conducted without prior approval of the City and/or their representative. Upon completion of work, which is performed on a daily, weekly, monthly, quarterly, semiannual, or annual basis, this information shall be recorded in the Log.

Bi-Monthly Review Meetings

At no additional expense to the City, the Contractor's owner (company president and/or owner) or other officer or individual as approved by the City and/or their representative, will be available to meet with the City and/or their representative, on a bi-monthly basis for the purpose of reviewing the performance of the contracted workforce and effecting what changes, if any, are necessary.

At no additional cost to the City, upon the need arising as determined by the City and/or their representative, the Contractor's owner or designee will be available to meet with the City and/or their representative to discuss any special problems or concerns. This individual will be available within one working day upon notification.

Minimum Work

The specification requirements cited in this RFP are a minimum and as such, are not intended to limit the successful bidder's requirements to perform all work to the best of his or her ability in an acceptable manner.

Reporting Damages Caused by the Successful Bidder

Any damage caused by the successful bidder shall be reported to the City and/or their representative either in person or in writing. Successful bidder shall be responsible for paying for any and all damages of which may be paid via a credit against monthly billing or by direct payment.

Smoking and Unsafe Acts

All City of Stockbridge facilities are nonsmoking facilities. Safety is a primary concern of the City, and as such, unsafe acts will not be tolerated. Unsafe acts, such as smoking in the facility, will be grounds for immediate termination of the contract.

Water Extraction

The successful bidder shall provide emergency/routine water extracting capability.

Responsibility for Facility Access Cards

The Contractor, upon being issued one or more access cards for their employees for the purpose of gaining access to specified areas, is responsible for the same. It will be the responsibility of the Contractor to collect the access cards from employees who are no longer assigned to work in the City of Stockbridge facilities, as listed herein, and turning them in to the City and/or their representative.

Inventory of Equipment

The Contractor shall maintain an inventory of equipment to be kept on site and submit a copy or subsequent updates of the same to the City. This inventory shall be utilized to verify equipment leaving the facilities for whatever reasons, including such times as the contract is terminated.

Storage Areas

The janitor closets or similar storage areas designated by the City which may be available and utilized by the Contractor shall be kept clean and tidy at all times. All containers are to be kept properly sealed and labeled according to existing OSHA requirements. All exposed liquids are to be discarded immediately. All cleaning materials and supplies are to be stored as to minimize the possibility of spontaneous combustion.

Scavenging

Scavenging by any of the Contractor's personnel is prohibited, and the City may require the removal of any of the Contractor's employees who scavenges.

Emergency Contact Information

The Contractor will provide the City with evening, weekend, and holiday service, as necessary, to cope with events or an emergency situation which threatens public health and safety, as determined by the City. The Contractor will provide phone numbers and e-mail addresses for twenty-four (24) hours, seven (7) days a week, communication.

Furthermore, the Contractor shall have available an individual to answer telephone communications during normal working hours (Monday thru Friday), and an answering machine for occasions that an individual is not available.

City Hall

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.
2. Clean doors, door frames, door glass, handles on both sides – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
3. Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.
4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.
5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.
6. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
7. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.
9. Spot wash all walls and woodwork to remove scuff marks and stains.
10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
13. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
14. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
15. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
17. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
18. Strip and wax floor.
19. Clean, disinfect, and polish drinking fountains – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.
20. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
21. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
23. Wipe down light switches and outlet covers.
24. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
25. Sweep outside building entryways – Building entryways and stairs shall be swept up to a distance of twenty (20) feet from all sides of each entry door removing all loose dirt and debris.
26. Empty and clean ashtrays screen all sand urns – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Stairway Cleaning

1. Clean doors, door frames, door glass, handles on both sides – All doors in building stairways shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Stairways and steps shall be cleaned daily and shall present a uniformly clean appearance.
3. Sweep and damp mop stairs – All stairs shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
4. Sweep and wet mop stairs with disinfectant detergent solution - All stairs shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
5. Risers and thresholds shall be cleaned on a daily basis. Attention shall be paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas. All gum, tar, grease, and other soils shall be removed. Risers and thresholds shall be free from trash, both in open areas and inaccessible areas such as corners and along edges. If finish is used on stairway risers, there shall not be a buildup of finish or accumulations of dirt in layers of finish.
6. Handrails of stairways shall be cleaned. Handrails shall be free from fingerprints, dirt, and smears.
7. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
8. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
10. All metal kick and hand plates on doors shall be properly cleaned and polished.
11. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
12. Wipe down light switches and outlet covers.

Elevators

1. Vacuuming: Vacuum all carpet. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
2. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
3. Clean interior walls and surfaces – Disinfect all buttons, handrails, emergency phone and security compartments. Remove smudges, fingerprints, spills, and other marks from walls, handrails, and doors.
4. Polish Stainless-Steel Surfaces – Polish all stainless steel, and other bright metal surfaces using appropriate metal cleaner/polish and wipe dry. Surfaces shall be free from dirt, smudges, stains, and fingerprints.
5. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
7. Clean thresholds – Clean elevator thresholds using appropriate cleaning tools and remove all dirt and debris from door tracks and threshold surfaces.
8. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
9. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
10. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
11. Spot wash all walls and woodwork to remove scuff marks and stains.
12. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

Meeting and Conference Rooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles. – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.
5. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
6. Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.
7. Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).
8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
10. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
11. Clean all white/chalk boards areas where content is not marked as “Save”.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. Wipe down light switches and outlet covers.
19. All metal kick and hand plates on doors shall be properly cleaned and polished.
20. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

File/Copy Rooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
5. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
6. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

7. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
8. Clean tables and chairs and replace in orderly fashion – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.
9. Clean and disinfect counter tops and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris.
10. Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.
11. Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Wipe down light switches and outlet covers.
14. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Strip and wax floor.

Breakrooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap.
5. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
6. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
7. Clean tables and chairs and replace in orderly fashion – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

8. Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
11. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Wipe down light switches and outlet covers.
14. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Strip and wax floor.

Offices and Cubicles

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
5. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
6. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. Dust and clean all desk and all table tops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods.
8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
11. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
12. Wipe down light switches and outlet covers.
13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Clean and disinfect all washbasins, counters, and fixtures – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. Clean all mirrors, chrome, stainless steel, and polish to a shine – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.
6. Clean and disinfect all urinals and toilets, removing stains and cleaning under rims – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.
7. Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.
8. Sweep and wet mop floor with disinfectant detergent solution – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.
9. Pour one gallon of fresh floor disinfectant detergent solution down each drain- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.
10. Clean and disinfect all partitions, walls, doors, and door frames – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Wipe down light switches and outlet covers.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.
19. Replace urinal pads.

Council Chambers and Executive Session Conference Room

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and

- along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
3. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
 4. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
 5. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
 6. Detail and clean all millwork, audience seating, dais, countertops, and workstations in the Council Chambers (2nd Mondays before Council Meeting and the last Tuesday of the month before the Work Session). In addition to the general cleaning requirements particular attention must be paid to cleaning under non-moving benches, seating, landing, steps, dais, platforms, podium, etc... A crevice tool will be used as needed to ensure that there is no build-up of dirt or debris under benches, chairs, platform, podium, steps and/or landing. Seating pads on benches and chairs must be lifted up, any debris removed, all chairs will be cleaned or vacuumed to remove loose hair, dirt, and grime.
 7. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
 8. Dust and clean all desks and all table tops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods.
 9. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

10. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.
11. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.
12. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
13. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
14. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Wipe down light switches and outlet covers.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
20. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance.

The Contractor shall conclude the operation by replacing furnishings in their original locations.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

Municipal Court Building

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.
2. Clean doors, door frames, door glass, handles on both sides – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
3. Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.
4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.
5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.
6. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

7. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.
9. Spot wash all walls and woodwork to remove scuff marks and stains.
10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
11. All metal kick and hand plates on doors shall be properly cleaned and polished.
12. Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
13. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
14. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

15. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.
16. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
17. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
18. Strip and wax floor.
19. Clean, disinfect, and polish drinking fountains – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.
20. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.

21. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
23. Wipe down light switches and outlet covers.
24. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
25. Sweep outside building entryways – Building entryways and stairs shall be swept up to a distance of twenty (20) feet from all sides of each entry door removing all loose dirt and debris.
26. Empty and clean ashtrays screen all sand urns – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Stairway Cleaning

1. Clean doors, door frames, door glass, handles on both sides – All doors in building stairways shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Stairways and steps shall be cleaned daily and shall present a uniformly clean appearance.
3. Sweep and damp mop stairs – All stairs shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
4. Sweep and wet mop stairs with disinfectant detergent solution - All stairs shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and

tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

5. Risers and thresholds shall be cleaned on a daily basis. Attention shall be paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas. All gum, tar, grease, and other soils shall be removed. Risers and thresholds shall be free from trash, both in open areas and inaccessible areas such as corners and along edges. If finish is used on stairway risers, there shall not be a buildup of finish or accumulations of dirt in layers of finish.
6. Handrails of stairways shall be cleaned. Handrails shall be free from fingerprints, dirt, and smears.
7. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
8. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
10. All metal kick and hand plates on doors shall be properly cleaned and polished.
11. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
12. Wipe down light switches and outlet covers.

Elevators

1. Vacuuming: Vacuum all carpet. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

2. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
3. Clean interior walls and surfaces – Disinfect all buttons, handrails, emergency phone and security compartments. Remove smudges, fingerprints, spills, and other marks from walls, handrails, and doors.
4. Polish Stainless-Steel Surfaces – Polish all stainless steel, and other bright metal surfaces using appropriate metal cleaner/polish and wipe dry. Surfaces shall be free from dirt, smudges, stains, and fingerprints.
5. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
6. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
7. Clean thresholds – Clean elevator thresholds using appropriate cleaning tools and remove all dirt and debris from door tracks and threshold surfaces.
8. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
9. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
10. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
11. Spot wash all walls and woodwork to remove scuff marks and stains.

12. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

Meeting and Conference Rooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles. – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.
5. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
6. Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.
7. Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).
8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine.

Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

10. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
11. Clean all white/chalk boards areas where content is not marked as “Save”.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. Wipe down light switches and outlet covers.
19. All metal kick and hand plates on doors shall be properly cleaned and polished.
20. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable

furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

File/Copy Rooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

5. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
6. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
7. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
8. Clean tables and chairs and replace in orderly fashion – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.
9. Clean and disinfect counter tops and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris.
10. Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.
11. Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Wipe down light switches and outlet covers.
14. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Strip and wax floor.

Breakrooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap.
5. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
6. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. Clean tables and chairs and replace in orderly fashion – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.
8. Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
11. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Wipe down light switches and outlet covers.
14. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Strip and wax floor.

Offices and Cubicles

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
5. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
6. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
7. Dust and clean all desk and all table tops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges

on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods.

8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
11. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
12. Wipe down light switches and outlet covers.
13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to

remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Clean and disinfect all washbasins, counters, and fixtures – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.
5. Clean all mirrors, chrome, stainless steel, and polish to a shine – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. Clean and disinfect all urinals and toilets, removing stains and cleaning under rims – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.
7. Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.
8. Sweep and wet mop floor with disinfectant detergent solution – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.
9. Pour one gallon of fresh floor disinfectant detergent solution down each drain- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.
10. Clean and disinfect all partitions, walls, doors, and door frames – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.
11. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Wipe down light switches and outlet covers.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.
19. Replace urinal pads.

Courtroom

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
3. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

4. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trashed shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.
5. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
6. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
7. Detail, clean and polish all millwork, pews, judge's bench, dais, countertops, and workstations. All millwork, pews, judge's bench, dais, countertops, and workstations shall be polished with an approved cleaner. In addition to the general cleaning requirements particular attention must be paid to cleaning under non-moving benches, seating, landing, steps, dais, platforms, podium, etc... A crevice tool will be used as needed to ensure that there is no build-up of dirt or debris under benches, chairs, platform, podium, steps and/or landing. Seating pads on benches and chairs must be lifted up, any debris removed, all chairs will be cleaned or vacuumed to remove loose hair, dirt, and grime.
8. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
9. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
10. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
11. Wipe down light switches and outlet covers.
12. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
13. Spot wash all walls and woodwork to remove scuff marks and stains.
14. All metal kick and hand plates on doors shall be properly cleaned and polished.
15. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a

temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Holding Rooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Spot clean chairs; arrange chairs in orderly fashion – All chairs shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from chairs. Chairs shall be arranged neatly and orderly.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Wipe down light switches and outlet covers.
5. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
6. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

7. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
 8. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
 9. Spot wash all walls and woodwork to remove scuff marks and stains.
 10. All metal kick and hand plates on doors shall be properly cleaned and polished.
 11. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. **Janitorial Closets and Storage Spaces**
1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

Merle Manders Conference Center Administrative Building

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.
2. Clean doors, door frames, door glass, handles on both sides – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or Window to accomplish clean glass.
3. Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.
4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.
5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.
6. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
7. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.
9. Spot wash all walls and woodwork to remove scuff marks and stains.
10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
13. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
14. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
15. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
17. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
18. Strip and wax floor.
19. Clean, disinfect, and polish drinking fountains – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.
20. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
21. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
23. Wipe down light switches and outlet covers.
24. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
25. Sweep outside building entryways – Building entryways and stairs shall be swept up to a distance of twenty (20) feet from all sides of each entry door removing all loose dirt and debris.
26. Empty and clean ashtrays screen all sand urns – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Meeting and Conference Rooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles. – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.
5. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
6. Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.
7. Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).
8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging

- walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
10. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
 11. Clean all white/chalk boards areas where content is not marked as “Save”.
 12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
 13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
 14. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
 15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
 16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
 17. Spot wash all walls and woodwork to remove scuff marks and stains.
 18. Wipe down light switches and outlet covers.
 19. All metal kick and hand plates on doors shall be properly cleaned and polished.
 20. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be

removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

File/Copy Rooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
5. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of

- discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
6. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
 7. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
 8. Clean tables and chairs and replace in orderly fashion – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.
 9. Clean and disinfect counter tops and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris.
 10. Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.
 11. Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).
 12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
 13. Wipe down light switches and outlet covers.
 14. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
 15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Strip and wax floor.

Breakrooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap.
5. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
6. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. Clean tables and chairs and replace in orderly fashion – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.
8. Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
11. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Wipe down light switches and outlet covers.
14. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Strip and wax floor.

Offices and Cubicles

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
5. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
6. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
7. Dust and clean all desk and all table tops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges

on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods.

8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
11. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
12. Wipe down light switches and outlet covers.
13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to

remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Clean and disinfect all washbasins, counters, and fixtures – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.
5. Clean all mirrors, chrome, stainless steel, and polish to a shine – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.
6. Clean and disinfect all urinals and toilets, removing stains and cleaning under rims – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and

- disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.
7. Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.
 8. Sweep and wet mop floor with disinfectant detergent solution – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.
 9. Pour one gallon of fresh floor disinfectant detergent solution down each drain- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.
 10. Clean and disinfect all partitions, walls, doors, and door frames – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.
 11. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
 12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
 13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Wipe down light switches and outlet covers.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.
19. Replace urinal pads.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

Merle Manders Conference Center

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.
2. Clean doors, door frames, door glass, handles on both sides – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
3. Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.
4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.
5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

6. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
7. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.
9. Spot wash all walls and woodwork to remove scuff marks and stains.
10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
11. All metal kick and hand plates on doors shall be properly cleaned and polished.
12. Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
13. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
14. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the

- adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
15. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.
 16. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
 17. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
 18. Strip and wax floor.
 19. Clean, disinfect, and polish drinking fountains – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.
 20. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.

21. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
23. Wipe down light switches and outlet covers.
24. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
25. Sweep outside building entryways – Building entryways and stairs shall be swept up to a distance of twenty (20) feet from all sides of each entry door removing all loose dirt and debris.
26. Empty and clean ashtrays screen all sand urns – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Ballroom

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
4. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
5. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
6. Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, handrails, and all other horizontal surfaces – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.
7. Sweep outside building entryways – Building entryways and stairs shall be swept up to a distance of twenty (20) feet from all sides of each entry door removing all loose dirt and debris.
8. Empty and clean ashtrays screen all sand urns – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

9. Clean, disinfect, and polish drinking fountains – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.
10. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
11. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
12. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
13. Wipe down light switches and outlet covers.
14. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Dust the shelves and hangers in the coat room.
20. Dust the chandeliers and sconces.
21. Dust the mantle and front and side faces of the fireplace.

22. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Patio

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize trash receptacles, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Sweep entryways, and patio surfaces to clear foliage debris, trash, cigarette butts, etc. Remove matter such as gum and tar, which have adhered to the cement.
4. Clean patio tables and chairs as needed to remove dust, stains, and grime.
5. Hose down cement sidewalks, entryways, and patio areas to clean.
6. Pressure wash cement sidewalks, entryways, and patio areas to clean.

Stairway Cleaning

1. Clean doors, door frames, door glass, handles on both sides – All doors in building stairways shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Stairways and steps shall be cleaned daily and shall present a uniformly clean appearance.
3. Sweep and damp mop stairs – All stairs shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
4. Sweep and wet mop stairs with disinfectant detergent solution - All stairs shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
5. Risers and thresholds shall be cleaned on a daily basis. Attention shall be paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas. All gum, tar, grease, and other soils shall be removed. Risers and thresholds shall be free from trash, both in open areas and inaccessible areas such as corners and along edges. If finish is used on stairway risers, there shall not be a buildup of finish or accumulations of dirt in layers of finish.
6. Handrails of stairways shall be cleaned. Handrails shall be free from fingerprints, dirt, and smears.
7. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
8. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
10. All metal kick and hand plates on doors shall be properly cleaned and polished.
11. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
12. Wipe down light switches and outlet covers.

Meeting and Conference Rooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles. – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.
5. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
6. Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.
7. Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).

8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
10. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
11. Clean all white/chalk boards areas where content is not marked as "Save".
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. Wipe down light switches and outlet covers.

19. All metal kick and hand plates on doors shall be properly cleaned and polished.
20. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Offices and Cubicles

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
6. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
7. Dust and clean all desk and all table tops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods.
8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
11. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Bride Room

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
3. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
4. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
5. Clean all mirrors, chrome, stainless steel, and polish to a shine – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.
6. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
7. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
8. Wipe down light switches and outlet covers.
9. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

10. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
11. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
12. Spot wash all walls and woodwork to remove scuff marks and stains.
13. All metal kick and hand plates on doors shall be properly cleaned and polished.
14. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Kitchen

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap.
4. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
5. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
6. Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.
7. All missing, damage appliances, or other conditions that are not the responsibility of the Contractor should be reported promptly to the City's representative.
8. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
9. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
10. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
11. Wipe down light switches and outlet covers.

12. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Spot wash all walls and woodwork to remove scuff marks and stains.
16. All metal kick and hand plates on doors shall be properly cleaned and polished.
17. Wash Hoods, Stove Vents, Filters and Ducts. The Contractor shall wash the hoods, stove vents, filters, and ducts to remove all dust, dirt, grease, grime, food particles, and other foreign substances. The Contractor shall use an approved germicidal disinfectant. After washing hoods, stove vents, filters, and ducts shall present a clean, bright, and shiny appearance.
18. Pour one gallon of fresh floor disinfectant detergent solution down each drain- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

Restrooms Cleaning and Maintenance

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. Clean and disinfect all washbasins, counters, and fixtures – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.
5. Clean all mirrors, chrome, stainless steel, and polish to a shine – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.
6. Clean and disinfect all urinals and toilets, removing stains and cleaning under rims – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.
7. Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.
8. Sweep and wet mop floor with disinfectant detergent solution – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.
9. Pour one gallon of fresh floor disinfectant detergent solution down each drain- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. Clean and disinfect all partitions, walls, doors, and door frames – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.
11. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Wipe down light switches and outlet covers.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.
19. Replace urinal pads.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

Ted Strickland Community Center

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.
2. Clean doors, door frames, door glass, handles on both sides – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
3. Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.
4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.
5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.
6. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
7. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.
9. Spot wash all walls and woodwork to remove scuff marks and stains.
10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
13. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
14. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
15. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
17. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
18. Strip and wax floor.
19. Clean, disinfect, and polish drinking fountains – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.
20. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
21. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
23. Wipe down light switches and outlet covers.
24. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
25. Sweep outside building entryways – Building entryways and stairs shall be swept up to a distance of twenty (20) feet from all sides of each entry door removing all loose dirt and debris.
26. Empty and clean ashtrays screen all sand urns – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Community Room

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
3. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
4. Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
5. Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, handrails, and all other horizontal surfaces – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.
6. Clean, disinfect, and polish drinking fountains – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.
7. Clean all interior windows – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks.

8. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
9. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
10. Wipe down light switches and outlet covers.
11. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.
12. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Spot wash all walls and woodwork to remove scuff marks and stains.
16. All metal kick and hand plates on doors shall be properly cleaned and polished.
17. Strip and wax floor.

Kitchen

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap.
4. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
5. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
6. Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.
7. All missing, damage appliances, or other conditions that are not the responsibility of the Contractor should be reported promptly to the City's representative.
8. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
9. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
10. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
11. Wipe down light switches and outlet covers.

12. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Spot wash all walls and woodwork to remove scuff marks and stains.
16. All metal kick and hand plates on doors shall be properly cleaned and polished.
17. Wash Hoods, Stove Vents, Filters and Ducts. The Contractor shall wash the hoods, stove vents, filters, and ducts to remove all dust, dirt, grease, grime, food particles, and other foreign substances. The Contractor shall use an approved germicidal disinfectant. After washing hoods, stove vents, filters, and ducts shall present a clean, bright, and shiny appearance.
18. Pour one gallon of fresh floor disinfectant detergent solution down each drain- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

Restrooms Cleaning and Maintenance

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. Clean and disinfect all washbasins, counters, and fixtures – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.
5. Clean all mirrors, chrome, stainless steel, and polish to a shine – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.
6. Clean and disinfect all urinals and toilets, removing stains and cleaning under rims – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.
7. Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.
8. Sweep and wet mop floor with disinfectant detergent solution – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.
9. Pour one gallon of fresh floor disinfectant detergent solution down each drain- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.
10. Clean and disinfect all partitions, walls, doors, and door frames – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected

using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Wipe down light switches and outlet covers.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.
19. Replace urinal pads.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Wipe all tables and chairs with approved cleaner. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

Public Works Maintenance Shop

Offices and Cubicles

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
5. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
6. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. Dust and clean all desk and all table tops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods.
8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
11. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
12. Wipe down light switches and outlet covers.
13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Breakrooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap.

5. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
6. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
7. Clean tables and chairs and replace in orderly fashion – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.
8. Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
11. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Strip and wax floor.

Restrooms Cleaning and Maintenance

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Clean and disinfect all washbasins, counters, and fixtures – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. Clean all mirrors, chrome, stainless steel, and polish to a shine – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.
6. Clean and disinfect all urinals and toilets, removing stains and cleaning under rims – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.
7. Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.
8. Sweep and wet mop floor with disinfectant detergent solution – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.
9. Pour one gallon of fresh floor disinfectant detergent solution down each drain- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.
10. Clean and disinfect all partitions, walls, doors, and door frames – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Wipe down light switches and outlet covers.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.
19. Replace urinal pads.

Locker Room/Shower

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Thoroughly clean all showers, including bottom, faucets, and spigots, with approved crème cleanser.
3. Thoroughly clean all walls, floors, (including plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Shower drain covers are to be removed twice monthly and cleaned of hair and debris.

4. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
5. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
6. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
7. Lockers are to be wiped and cleaned externally and internally on a quarterly basis.
8. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
10. Wipe down light switches and outlet covers.

Wastewater Treatment Plant

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.
2. Clean doors, door frames, door glass, handles on both sides – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
3. Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.
4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.
5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.
6. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
7. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.
9. Spot wash all walls and woodwork to remove scuff marks and stains.
10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

11. All metal kick and hand plates on doors shall be properly cleaned and polished.
12. Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
13. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.
14. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
15. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance.

- The Contractor shall conclude the operation by replacing furnishings in their original locations.
16. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.
 17. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
 18. Strip and wax floor.
 19. Clean, disinfect, and polish drinking fountains – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.
 20. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
 21. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
 22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
 23. Wipe down light switches and outlet covers.
 24. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
 25. Sweep outside building entryways – Building entryways and stairs shall be swept up to a distance of twenty (20) feet from all sides of each entry door removing all loose dirt and debris.

26. Empty and clean ashtrays screen all sand urns – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Meeting and Conference Rooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles. – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.
5. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
6. Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.
7. Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).
8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be

removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

10. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
11. Clean all white/chalk boards areas where content is not marked as "Save".
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. Wipe down light switches and outlet covers.
19. All metal kick and hand plates on doors shall be properly cleaned and polished.
20. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a

temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Breakrooms

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
3. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
4. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap.
5. Sweep and damp mop floors – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
7. Clean tables and chairs and replace in orderly fashion – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.
8. Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
11. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Wipe down light switches and outlet covers.
14. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
17. Spot wash all walls and woodwork to remove scuff marks and stains.
18. All metal kick and hand plates on doors shall be properly cleaned and polished.
19. Strip and wax floor.

Offices

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Empty recycling receptacles – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.
5. Vacuuming: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. Spot Cleaning of Carpet: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.
7. Dust and clean all desk and all table tops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods.
8. Sanitize phones - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.
9. Clean all interior windows and window blinds – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
10. Dust window ledges and interior mullions and moldings up to twelve (12) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.
11. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
12. Wipe down light switches and outlet covers.
13. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. Clean Carpets by Extraction Method. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.
2. Fill, clean, and disinfect all dispensers – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.
3. Empty, clean, and sanitize wastebaskets, and replace liners – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.
4. Clean and disinfect all washbasins, counters, and fixtures – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. Clean all mirrors, chrome, stainless steel, and polish to a shine – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.
6. Clean and disinfect all urinals and toilets, removing stains and cleaning under rims – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.
7. Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.
8. Sweep and wet mop floor with disinfectant detergent solution – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.
9. Pour one gallon of fresh floor disinfectant detergent solution down each drain- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.
10. Clean and disinfect all partitions, walls, doors, and door frames – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.
11. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be

dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
15. Wipe down light switches and outlet covers.
16. Spot wash all walls and woodwork to remove scuff marks and stains.
17. All metal kick and hand plates on doors shall be properly cleaned and polished.
18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.
19. Replace urinal pads.

Locker Room/Shower

1. Clean doors, door frames, door glass, handles on both sides – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
2. Thoroughly clean all showers, including bottom, faucets, and spigots, with approved crème cleanser.
3. Thoroughly clean all walls, floors, (including plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Shower drain covers are to be removed twice monthly and cleaned of hair and debris.
4. Sweep and wet mop floor with disinfectant detergent solution - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate

- dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.
5. Remove all dust from air conditioning vents, grills, and returns up to twelve (12) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.
 6. Remove cobwebs from all surfaces up to twelve (12) feet in height from the adjacent floor surfaces.
 7. Lockers are to be wiped and cleaned externally and internally on a quarterly basis.
 8. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.
 9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.
 10. Wipe down light switches and outlet covers.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

1. Facilities such as City Hall, the Merle Manders Conference Center and Ted Strickland Community Center and others may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

1. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

not specifically mentioned. Clean all public entrances to a distance of no less than twenty (20) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week. Service includes the exterior ash urns 2x per week.

Cleaning Hours/Days: Merle Manders Conference Center facilities are to be serviced Monday - Friday full service; between the hours of 8:00 A.M. and 5:00 P.M. and as needed and for events.

5. **TED STRICKLAND COMMUNITY CENTER** **130 Berry Street**

Includes community room, kitchen, restrooms, lobbies, hallways, ramps, steps, storage closet, stairs, and any other work area not specifically mentioned. Clean all public entrances to a distance of no less than twenty (20) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week. Service includes the exterior ash urns 2x per week and for events.

Cleaning Hours/Days: Ted Strickland Community Center facilities are to be serviced Monday - Friday full service; between the hours of 8:00 A.M. and 5:00 P.M. and as needed.

6. **PUBLIC WORKS MAINTENANCE SHOP** **351 Taylor Drive**

Includes offices, break room, locker room, shower, restrooms, and any other work area not specifically mentioned. Clean all public entrances to a distance of no less than twenty (20) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week.

Cleaning Hours/Days: Public Works Maintenance Shop is to be serviced two (2) days per week as follows: Tuesday and Thursday between the hours of 8:00 A.M. and 3:00 P.M.

7. **WWTP** **100 Stapleton Drive**

Includes offices, break room, conference room, locker room, shower, restrooms, and any other work area not specifically mentioned. Clean all public entrances to a distance of no less than twenty (20) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week. Service includes the exterior ash urns 2x per week.

Cleaning Hours/Days: WWTP is to be serviced two (2) days per week as follows: Tuesday and Thursday between the hours of 8:00 A.M. and 3:00 P.M.

Standard Levels of Maintenance for City Hall

General Cleaning	Frequency
Waste diversion	Daily
Clean sand urns	As Needed/Weekly
Clean counters	Daily
Clean elevators	Daily
Clean drinking fountains	Daily
Clean sinks	Daily
Dusting	Daily/Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly/Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Daily/Weekly
Clean /vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Daily

Windows/Glass	Frequency
Clean entrance & door glass	Daily
Clean display glass	Daily
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Daily
Clean disinfect basins/sinks	Daily
Clean mirrors	Daily
Clean partitions	Daily
Spot clean walls	Daily
Clean metal surfaces	Daily
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Daily
Damp/wet mop	Daily
Spot scrub floors	Daily
Scrub/buff hard floors	Monthly
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Daily
Vacuum carpets/mats	Daily
Spot clean carpet	As Needed
Shampoo/extract carpet	Semi-annually
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Clean Council Chambers	Bi-Monthly/As Needed
Hose exterior entry/steps/walks	Monthly/As Needed
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Municipal Court

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	As Needed/Weekly
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly/Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Spot clean/vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Bi-Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Bi-Weekly
Damp/wet mop	Bi-Weekly
Spot scrub floors	Bi-Weekly
Scrub/buff hard floors	Monthly
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semi-annually
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean courtroom	As Needed
Clean holding rooms	As Needed
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	As Needed
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Merle Manders Conference Center
Administrative Building

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	Weekly/As Needed
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly/Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Clean /vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Bi-Weekly
Damp/wet mop	Bi-Weekly
Spot scrub floors	Bi-Weekly
Scrub/buff hard floors	Monthly
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semi-annually
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	Quarterly
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Merle Manders Conference Center

General Cleaning	Frequency
Waste diversion	As Needed
Clean sand urns	Weekly/As Needed
Clean counters	Weekly/As Needed
Clean drinking fountains	Weekly
Clean sinks	Weekly/As Needed
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly
Clean tables/chairs	Weekly/As Needed
Take down cobwebs	Weekly
Clean/vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean kitchen appliances	Weekly/As Needed

Windows/Glass	Frequency
Clean entrance & door glass	Weekly/As Needed
Clean display glass	Weekly/As Needed
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Weekly/As Needed
Clean disinfect basins/sinks	Weekly/As Needed
Clean mirrors	Weekly/As Needed
Clean partitions	Weekly/As Needed
Spot clean walls	Weekly/As Needed
Clean metal surfaces	Weekly/As Needed
Refill/clean dispensers	Weekly/As Needed
Scrub/de-scale fixtures	Weekly/As Needed
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Weekly/As Needed
Damp/wet mop	Weekly/As Needed
Spot scrub floors	Weekly/As Needed
Scrub/Buff hard floors	Quarterly
Strip/refinish hard floors	Annually
Sweep exterior entries/stairs	Weekly/As Needed
Vacuum carpets/mats	Weekly/As Needed
Spot clean carpet	As Needed
Shampoo/extract carpet	Monthly
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	As Needed
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Ted Stickland Community Center

General Cleaning	Frequency
Waste diversion	As Needed
Clean sand urns	Weekly/As Needed
Clean counters	Weekly/As Needed
Clean drinking fountains	Weekly
Clean sinks	Weekly/As Needed
Dusting	Weekly
Clean doors/frames/walls	Weekly
Clean tables/chairs	Weekly/As Needed
Take down cobwebs	Weekly
Clean /vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean kitchen appliances	Weekly/As Needed

Windows/Glass	Frequency
Clean entrance & door glass	Daily
Clean display glass	Daily
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Weekly/As Needed
Clean disinfect basins/sinks	Weekly/As Needed
Clean mirrors	Weekly/As Needed
Clean partitions	Weekly/As Needed
Spot clean walls	Weekly/As Needed
Clean metal surfaces	Weekly/As Needed
Refill/clean dispensers	Weekly/As Needed
Scrub/de-scale fixtures	Weekly/As Needed
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Weekly/As Needed
Damp/wet mop	Weekly/As Needed
Spot scrub floors	Weekly/As Needed
Scrub/buff hard floors	Quarterly
Strip/refinish hard floors	Annually
Sweep exterior entries/stairs	Weekly/As Needed
Vacuum carpets/mats	Weekly/As Needed
Spot clean carpet	As Needed
Shampoo/extract carpet	Monthly
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly/As Needed
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	As Needed
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Public Works Maintenance Shop

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	Weekly/As Needed
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Monthly
Clean doors/frames/walls	Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Clean /vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Bi-Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Weekly
Damp/wet mop	Weekly
Spot scrub floors	Weekly
Scrub/buff hard floors	Semi-Annually
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semiannually
Clean/scrub baseboards	Annually

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean/scrub shower/locker rooms	Weekly
Clean locker interiors	Quarterly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Replace burnt out light bulbs/tubes	As Needed
Hose exterior entry/steps/walks	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for WWTP

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	Weekly/As Needed
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/walls	Weekly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Spot clean/vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean kitchen appliances	Bi-Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Weekly
Damp/wet mop	Weekly
Spot scrub floors	Weekly
Scrub/buff hard floors	Semi-Annually
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semiannually
Clean/scrub baseboards	Annually

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean/scrub shower/locker rooms	Weekly
Clean locker interiors	Quarterly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

ATTACHMENT A
COST PROPOSAL FORM
REQUEST FOR PROPOSALS (RFP) NO. 2020-0025
JANITORIAL MAINTENANCE SERVICES

Responder: Please complete the attached pages of the Cost Proposal Form and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 2020-0025 and Janitorial Maintenance Services" clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with the City of Stockbridge according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal:

Title of Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

COST PROPOSAL EXHIBIT II

Instructions: The successful Contractor is required to furnish all labor, travel, resources, materials, equipment and services required to satisfactorily complete the installation and set-up of all items as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Bid Pricing Form. Please do not make modifications to this form as any change may render Contractor's Bid nonresponsive. Please complete the form in its entirety. The City has several buildings and locations requiring janitorial services. Please provide an estimate of the approximate monthly cost, noting the total square footage for each site. All square footages are approximate; refer to the scope of services for Work Schedule Details and the attached floor plans.

Item No.	Building	Square Footage	Monthly Service Cost	No. of Months	Per square footage x Monthly Serv. Cost X No. of Months = Annual Service Cost
1	City Hall Offices 5 Days per week 4640 North Henry BLVD	28,000	\$	12	\$
2	Municipal Court Building 2 Days per week 4602 North Henry BLVD	9,900	\$	12	\$
3	Merle Manders Conference Center Administrative Building 2 Days per week 111 Davis Road	1,500	\$	12	\$
4	Merle Manders Conference Center 7 Days per week 111 Davis Road	19,200	\$	12	\$
5	Ted Strickland Community Center 7 Days per week 130 Berry ST	3,600	\$	12	\$
6	Public Works Maintenance Shop 2 Days per week 351 Taylor DR	25,300	\$	12	\$

7	WWTP 2 Days per week 100 Stapleton DR	2,700	\$	12	\$
Overall Annual Contract Cost includes Items 1-7			\$		

Total points awarded for price will be determined by applying the following formula:

$$(\text{Lowest Overall Annual Contract Cost} / \text{Proposer's Price}) \times 30 = \text{Price Score}$$
Please note that prices may be negotiated in the best interest of the City after the scoring is completed

THE REQUESTED COST BELOW IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT CALCULATED AS PART OF THE OVERALL ANNUAL CONTRACT COST USED AS A FACTOR IN THE EVALUATION CRITERIA.

UNSCHEDULED WORK

The Contractor shall provide a price for hourly labor costs to perform miscellaneous unscheduled work.

Price per Hour: \$ _____

CLEAN, STRIP & WAX/POLISH FLOORS

The Contractor shall provide a price per square foot to perform clean, strip and wax/polish of hard surfaced floor finishing in accordance with the Janitorial Performance Standards.

Price per Square Foot: \$ _____

SHAMPOO/EXTRACT CARPET

The Contractor shall provide a price per square foot to perform carpet shampooing in accordance with Janitorial Performance Standards.

Price per Square Foot: \$ _____

EXTERIOR WINDOWS

The Contractor shall provide a unit price (each) for the thorough cleaning of exterior glass/windows to include screens, adjacent trim and sills.

Price per Unit (Each): \$ _____

INTERIOR WINDOWS

The Contractor shall provide a unit price (each) for the thorough cleaning of interior glass/window, include blinds, adjacent trim and sills.

Price per Unit (Each): \$ _____

SHAMPOO CHAIRS

The Contractor shall provide a price per chair to perform shampooing in accordance with Janitorial Performance Standards.

Price per Chair: \$ _____

SIGNATURES If sole owner, sign here: I sign as sole owner of the business named above.

_____ Date _____

If partnership or corporation: One or more partners or corporate officers sign here:

The undersigned certify that they sign this proposal with full and proper authority to do so.

By: _____ Title _____

By: _____ Title _____

Date: _____

END OF PROPOSAL FORM

3.3 CODES, PERMITS, FEED, LICENSES AND LAW

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- a. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are complying. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal must be signed by the contractor and will become part of the contract.

3.4 GEORGIA SECURITY AND IMMIGRATION ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City of Stockbridge and the successful Contractor.

3.5 CITY DIRECTION OF PROJECT SITE AND MONITORING OF WORK

- a. The Contractor may have a Project Coordinator, but the project site shall remain under the control of the City of Stockbridge. The Contractor shall provide and make available an appointee to the City for project coordination and supervision of Proposer installation personnel. Coordination consist of meeting with the City of Stockbridge representatives to review the project; on site walk throughout of installation area(s) before the installation begins; review installation procedures; review installation progress and to handle any problems during installation until project completion.
- b. The successful Proposer will promptly correct all work rejected by the City as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus

standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether fabricated, installed, or completed. The successful Proposer will bear all costs of correcting such rejected work.

- c. The Contractor shall insure all trash generated by work performed shall be removed from the site and properly disposed as each work operation are completed in a given area. Additionally, the Contractor shall ensure all disturbances to the area where the Contractor performed work are restored to the same condition prior to start of the project. If an inspection reveals that the Contractor fails to clean up after work has been performed. The City will notify the Contractor of the discrepancy and the Contractor will have twenty-four (24) hours to make the correction. Should the Contractor still fail to clean the area, the City reserves the right to make other arrangements to have the area cleaned and the City shall deduct the cost from the Contractor's invoice.
- d. No one except authorized employees of the Contractor is allowed on the premises of the City facilities. Contractor employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.
- e. All information disclosed by the City to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor while performing such work is to be kept strictly confidential.

3.6 CONTRACTOR AS INDEPENDENT CONTRACTOR

In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of City. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

3.7 PERFORMANCE OF CONTRACT

- a. City reserves the right to enforce the Contractor's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- a. The Contractor accepts the relationship of trust and confidence established by the award Of this proposal solicitation. The Contractor covenants with the City to utilize the Contractor's best skill, efforts and judgment in furthering the interest of the City; to

furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,

- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

3.8 PAYMENT

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of the Contract. Invoices will be subject to verifications and approval by the Requesting Department. Payment will be based on receipt of individually completed check lists and upon inspection by the City's Authorized Representative of the work / services performed.

3.9 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

3.10 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City.

3.11 PRICE VALIDITY

Prices provided in this Request For Proposal (RFP) are valid for 120 days from the time of the RFP opening. The City shall award contract within this period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded. Successful proposer awarded shall ensure that proper and sufficient staff, equipment, organization, etc. will be provided for this contract to meet the specifications denoted herein at a paramount level.

BID FORM SIGNATURE(S)

The Corporate Seal of

_____ (Bidder - print the full name of your firm)
was hereunto affixed in the presence of:

(Authorized signing officer, Title)

(Seal)

(Authorized signing officer, Title)

**IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF
EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM
OR FORMS AS ABOVE.**

EXHIBIT III INSURANCE AND RISK MANAGEMENT PROVISIONS

RFP No. 2020-0025 JANITORIAL SERVICES – A copy of the Contractor’s current evidence of insurance via a certificate of insurance **MUST** be provided with the response to this RFP. A formal certificate shall be provided upon announcement that the selected Architect/Engineering firm has been awarded the work

It is The City of Stockbridge Government’s practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by The City of Stockbridge Government. Respondents shall submit with the Bid evidence of insurability satisfactory to The City of Stockbridge Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to The City of Stockbridge Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of The City of Stockbridge Government.

Accordingly, the Respondent shall provide a certificate evidencing the following:

**1. WORKERS COMPENSATION/EMPLOYER’S LIABILITY INSURANCE –
STATUTORY (In compliance with the Georgia Workers Compensation Acts and any
other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer’s Liability Insurance	By Accident	Each Accident	\$1,000,000
Employer’s Liability Insurance	By Disease	Policy Limit	\$1,000,000

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Employer's Liability Insurance	By Disease	Each Employee	\$1,000,000
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2. COMMERCIAL GENERAL LIABILITY INSURANCE

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
(Other than Products/Completed Operations)	Aggregate	\$3,000,000

Products\Completed Operation	Aggregate	\$1,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damages to Premises Rented to You	Limits	\$ 300,000
Medical Payments for Participants	Limits	\$25,000

*CGL - No Exclusion for Abuse, Molestation, Harassment, Sexual Abuse/Conduct Allegations**

BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits	Each Occurrence	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		

3. UMBRELLA LIABILITY

(In excess of the above noted coverages)	Each Occurrence	\$1,000,000
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Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to The City of Stockbridge Government. Policies and Certificates of Insurance are to list The City of Stockbridge Government as an Additional Insured (except for Workers' Compensation and Professional Liability) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed operations, using ISO form CG 2010 (11/85 version) or equivalent.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

If the City of Stockbridge Government shall so request, the Respondent, Contractor must furnish the City for its inspection and approval such policies of insurance with all endorsements or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the “Certificate Holder” as follows:

City of Stockbridge Government
Procurement Division
4640 N. Henry Boulevard
Stockbridge, Georgia 30281

Certificates **must** list Project Name (where applicable). **Important:**

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of The City of Stockbridge Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect The City of Stockbridge Government’s property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall always erect and properly maintain as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, The City of Stockbridge Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent of the Law, Contractor hereby agrees to release, indemnify, defend and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages,

liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor, its directors, officers, employees, Sub-Contractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor further agrees to protect, defend, indemnify and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CONTRACTOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

**EXHIBIT VI
REFERENCE VERIFICATION FORM**

SOLICITATION NUMBER: RFP NO. 2020-0025

SOLICITATION TITLE: JANITORIAL MAINTENANCE SERVICES

PROPOSING FIRM (List name exactly as provided in proposal):

Date of Verification:

Reference Organization:

Project Verified (Include the Project Name / Title and a brief description of the Project):

Person Contacted:

Title of Contact:

Telephone Number including extension:

Email Address:

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance?
2. Did the firm adhere to the scope of work and bid requirement?
3. did the firm provide deliverables as agreed upon?
4. Would you engage this firm again?

Additional comments provided by Proposer's contact:

Signature Date

EXHIBIT V
REQUIRED CERTIFICATIONS/ATTACHMENTS
REQUEST FOR PROPOSALS. 2020-0025
Checklist

To be deemed responsive to this solicitation, Proposers must provide the information requested and, where applicable, complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Bid Forms. As appropriate, Proposers shall reproduce each Bid Form and complete the appropriate portions of the forms provided in this section.

Proposer Requirements	Proposer Completed
1. One (1) hard copy of Proposal marked 'Original', and five (5) copies on CD/Thumb Drive	☐
2. Technical Proposal	☐
3. Acknowledgement of each Addendum	☐
4. Financial and Litigation Requirements	☐
5. Reference Verification Form	☐
6. Required Certifications and Attachments ☐ Form 1: Non-Collusion Bidding Certificate ☐ Form 2: Non-Collusion Affidavit of Sub-Contractor. ☐ Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions. ☐ Form 4: Ineligibility Certificate. ☐ Form 5: Certification of a Drug-Free Workplace. ☐ Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification. ☐ Form 7: Affidavit Verifying Status for City Public Benefit Application ☐ Form 8: Certification Regarding Lobbying. ☐ Form 9: Bid Submittal Letter. ☐ Form 10: Georgia Security and Immigration Contractor Affidavit/Agreement. ☐ Form 11: Georgia Security and Immigration Sub-Contractor Affidavit. ☐ Form 12: Certificate of Acceptance of a Solicitation Requirements ☐ Attachment 1: Addendum Acknowledgement Form	☐

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as principal in the within bond; that _____, who Signed the said bond of said corporation: that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.

SECRETARY

(CORPORATE SEAL)

SURETY

(SEAL)

BY _____

FORM 1

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid may be deemed Non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____ City of _____, being first
duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or
agent) of _____, the sub-contractor that has submitted the attached
solicitation;

(2) He is fully informed respecting the preparation and contents of the attached solicitation and of all
pertinent circumstances respecting such solicitation.

(3) Such solicitation is genuine and is not a collusive or sham solicitation.

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived
or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham
solicitation in connection with the Contract for which the attached solicitation has been submitted or
refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly,
sought by agreement or collusion or communication or conference with any other Vendor, firm or
person to fix the price or prices in the attached solicitation or of any other Vendor, or to fix any
overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or
to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against
City of Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached solicitation are fair and proper and are not tainted by any
collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its
agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date) _____

FORM 3

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS**

This Form Must Be Signed and Return with Bid or Bid may be deemed Non-responsive.

The Proposer, _____, certifies to the best of its knowledge and that it and its principals: _____ belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
2. Have not within a three-year period preceding this Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Bid.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 U.S.C. Sections 3801 Et Seq., are applicable thereto.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

Witness

FORM 4

INELIGIBILITY CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid may be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of

_____, and it is also whose address is

_____, certifies that the

Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

This Form Must Be Signed and Return with Bid or Bid may be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and it is also whose address is _____, certifies that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied in full; and
2. A drug-free workplace will be provided for the consultant's employees during the performance of the Contract; and
3. Each Sub-Contractor hired by the consultant shall be required to ensure that the Sub-Contractor's employees are provided a drug-free workplace. The Consultant shall secure from that Sub-Contractor the following written certification: "As part of the Sub-Contracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the Sub-Contractor'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 the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 6

**CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST
CONTINGENT FEES CERTIFICATION**

This Form Must Be Signed and Return with Bid or Bid may be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and, it is
also, whose address is _____, certifies that to the best
of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing
services for City of Stockbridge.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia Business License or Occupational Tax Certificate, Alcohol License, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Stockbridge license/permit and/or contract for:

Name of Applicant

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Code Section 16-10-20.

Signature of Applicant: _____

Date: _____

Printed Name: _____

*Alien Registration number for non-citizens:

****PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT.**

Subscribed and Sworn Before Me on this the ____ Day of _____, 2018.

Notary Public: _____

My Commission Expires: _____

*Note: O.C.G.A. Section 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

FORM 8
CERTIFICATION REGARDING LOBBYING

This Form Must Be Signed and Return with Bid or Bid may be Deemed Non-responsive.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Local, State or Federal agency, in connection with the awarding of any contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.
2. The undersigned shall require that the language of this certification be included in the award documentations for sub-awards at all tiers (including Sub-Contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such expenditure or failure.]

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: _____

Name and Title of Contractor Authorized Agent: _____

Date: _____ Telephone No: _____

Firm or Company Name: _____

Address: _____

FORM 9

BID SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid may be Deemed Non-responsive.

The undersigned, _____, hereby submits its Bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Bid submitted by the undersigned shall be binding upon the undersigned and that if City of Stockbridge, Georgia, awards the Contract to the undersigned, the Bid made by the undersigned and delivered to City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the bid including, but not limited to, the bid Scope of Work, Solicitation instructions and Conditions, the Contract Provisions and the Contractor's Cost Bid, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this _____ day of _____, 2018

By

Title

Sworn to and subscribed before me the _____ day of _____, 2018.
Notary Public

My Commission Expires:

Date

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 10: GEORGIA SECURITY AND IMMIGRATION 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 engaged in the physical performance of services¹ under a contract with **[insert name of prime contractor]** on behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,² 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 Sub-Contractor(s) in connection with the physical performance of services to this contract with **The City of Stockbridge Government**, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to **The City of Stockbridge Government** at the time the Sub-Contractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

1O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual. *[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].



City of Stockbridge Purchasing Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

**STATE OF GEORGIA
CITY OF STOCKBRIDGE**

FORM 11

GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-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 under a contract with **[insert name of prime contractor]** behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,⁴ 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 of Agent
(Insert Sub-Contractor Name)

Title of Authorized Officer or Agent of Sub-Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

30.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual. 4*[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].

FORM 12

CERTIFICATE OF ACCEPTANCE OF A SOLICITATION REQUIREMENTS

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages #_____ to # _____ inclusive, including any addenda # _____ to # _____ exhibit(s) #_____ to #_____ , attachment(s) #_____ to #_____ , and/or appendices #_____ to #_____, in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto. This is also to certify that the offeror has reviewed the form Stockbridge City contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Stockbridge City's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: _____

Signature: _____

Name: _____

Title: Date: _____

(Affix Corporate Seal)

ATTACHMENT 1

ADDENDUM ACKNOWLEDGMENT FORM

NOTE: IF ADDENDUMS HAVE BEEN ISSUED, RESPONDENTS SHALL COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR PROPOSAL. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.

ADDENDA ACKNOWLEDGMENT: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ **Date:** _____

ATTACHMENT 2
REQUEST FOR PROPOSALS. NO. 2020-0025
JANITORIAL MAINTENANCE SERVICES FOR THE CITY OF STOCKBRIDGE
GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: _____

Performing work as: Prime Contractor ____ Sub-Contractor ____

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct, and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

**SEALED RFP LABEL
PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE**

SEALED RFP ENCLOSED

DELIVER TO:

City of Stockbridge Purchasing Division
Attn: Purchasing Manager
4640 North Henry Boulevard
Stockbridge, Georgia 30281

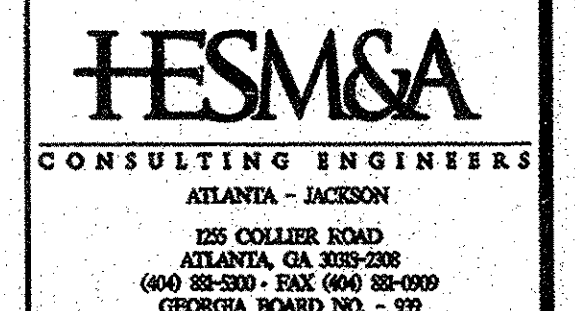
**REQUEST FOR PROPOSALS. 2020-0025
OCTOBER 22, 2020**

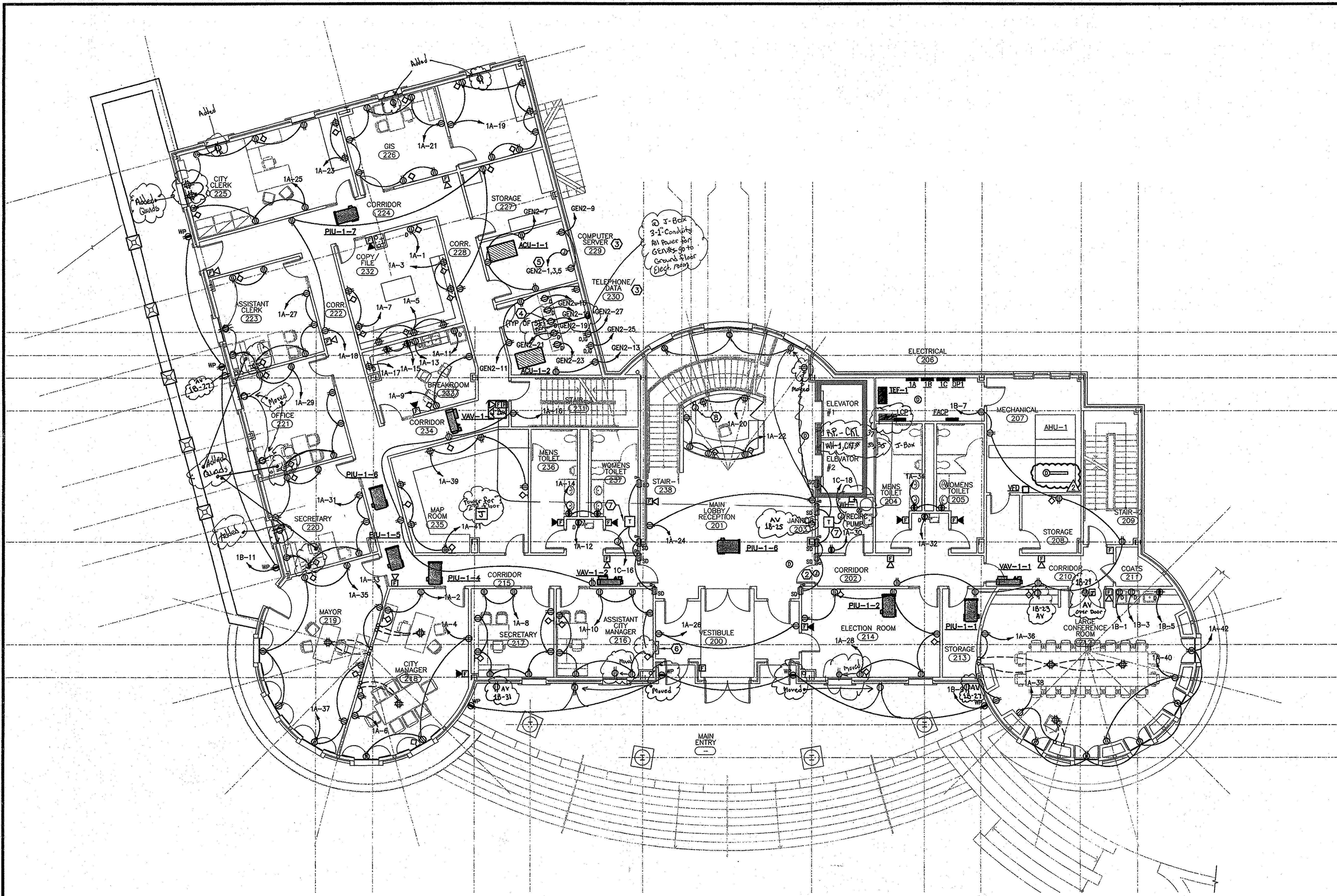
RFP MUST BE RECEIVED BEFORE 12:00 NOON

DESCRIPTION:

JANITORIAL MAINTENANCE SERVICES

**All bids must be Mailed Only to the City at the address listed in the bid.
Proposer should obtain tracking receipt and provide proof of the receipt
may be requested via email within 3 days after bid opening date.**





1
E101 LEVEL 1 PLAN - ELECTRICAL
SCALE: 1/8" = 1'-0"

GENERAL NOTES:

1. REFER TO MECHANICAL DRAWINGS FOR EXACT LOCATIONS OF ALL MECHANICAL EQUIPMENT. CONTRACTOR SHALL COORDINATE REQUIREMENTS WITH NAMEPLATE DATA OF ACTUAL EQUIPMENT PROVIDED.
2. SPECIFIC REQUIREMENTS REGARDING MATERIALS, WORKMANSHIP AND THE WORK TO BE DONE ARE COVERED BY THE SPECIFICATIONS WHICH COMPLEMENT THE PLANS. WORK CALLED FOR BY THE SPECIFICATIONS OR THE PLAN IS REQUIRED THE SAME AS IF REQUIRED BY BOTH. WHERE A CONFLICT EXISTS BETWEEN THE PLANS AND SPECIFICATIONS, THE MORE STRINGENT REQUIREMENTS OF THE TWO SHALL APPLY UNLESS SPECIFICALLY APPROVED IN WRITING BY THE ARCHITECT/ENGINEER.
3. OFFICE DEVICE DIMENSIONS ARE TYPICAL FOR ALL OFFICES.

KEY NOTES:

1. COORDINATE DEVICE VOLTAGE, AMP RATING, TYPE, AND ASSOCIATED BRANCH CIRCUIT REQUIRED FOR COPIER WITH EQUIPMENT PROVIDED.
2. DOOR HOLD HARDWARE MOUNTED ON DOOR FRAME. COORDINATE POWER/CONDUIT REQUIREMENTS WITH EQUIPMENT. PROVIDE DOOR CLOSURE SIGNAL FROM SMOKE DETECTORS AS REQUIRED.
3. ALL RECEPTACLE ROOMS 229 & 230 TO BE NEMA 5-20R UNLESS NOTED OTHERWISE.
4. PROVIDE NEMA 15-20R RECEPTACLE ON LADDER RACK ABOVE EQUIPMENT RACKS AS SHOWN ON "DV" DRAWINGS. COORDINATE DETAILS PRIOR TO INSTALLATION.
5. PROVIDE EMERGENCY POWER TO UPS/COMPUTER EQUIPMENT RACKS. COORDINATE CONNECTION TYPE WITH EQUIPMENT PROVIDED.
6. REMOTE ANNUNCIATOR FOR FIRE ALARM SYSTEM. COORDINATE COLOR/TRIM WITH ARCHITECTURAL DETAILS.
7. PROVIDE REQUIRED POWER TO LOW VOLTAGE TRANSFORMERS FOR SMOKE DAMPER OPERATION. VERIFY QUANTITY AND LOCATION OF POWER TRANSFORMERS WITH EQUIPMENT. PROVIDE 120V CONNECTION FROM ELECTRICAL PANEL TO TRANSFORMERS.
8. REMOTE GENERATOR ANNUNCIATOR. COORDINATE EXACT LOCATION WITH ARCHITECT.

AS-BUILT
DRAWINGS

HESM&A
CONSULTING ENGINEERS
ATLANTA - JACKSON
125 COLLIER ROAD
ATLANTA, GA 30309-1399
(404) 525-2000 • FAX (404) 525-2009
GEORGIA BOARD NO. A-109

RELEASED FOR CONSTRUCTION

© 2007
SIZEMORE GROUP

GEORGIA
REGISTERED PROFESSIONAL
ELECTRICAL ENGINEER
No. 22857
J. L. LADD, E.E.
7/24/07

Drawn: JNB
Checked: TLB
Date: 04/06/07
Job No.: 06241STCKBR

Revision	Date
SD PACKAGE	11/02/06
DD PACKAGE	01/31/07
ISSUED FOR PERMIT	05/17/07
ADDENDUM #2	06/18/07

STOCKBRIDGE CITY HALL
STOCKBRIDGE, GEORGIA

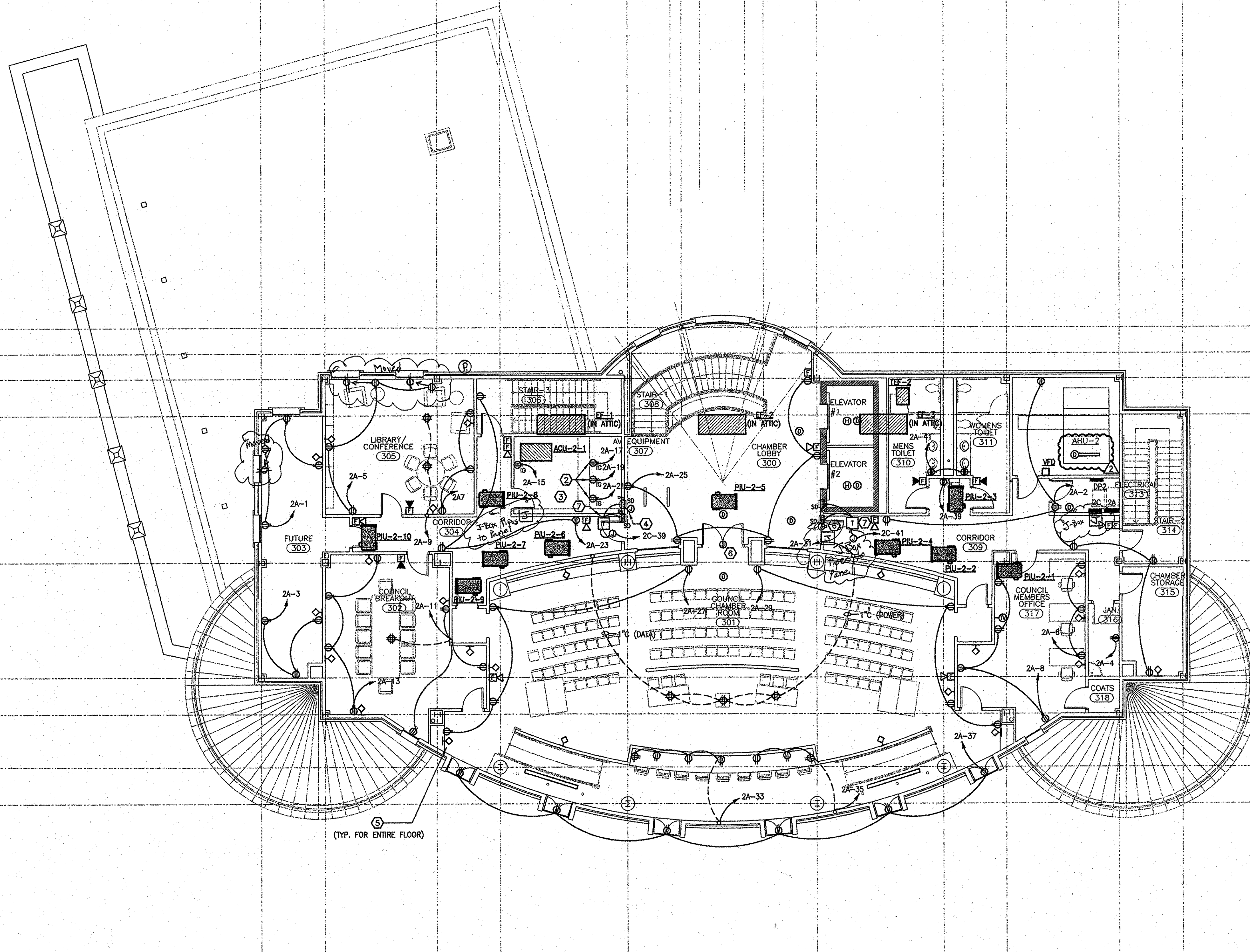
AS-BUILT DRAWINGS

LEVEL 1 ELECTRICAL

Scale: 1/8" = 1'-0"

Sheet: E101

of:



1 LEVEL 2 PLAN - ELECTRICAL
E102 SCALE: 1/8" = 1'-0"

GENERAL NOTES:

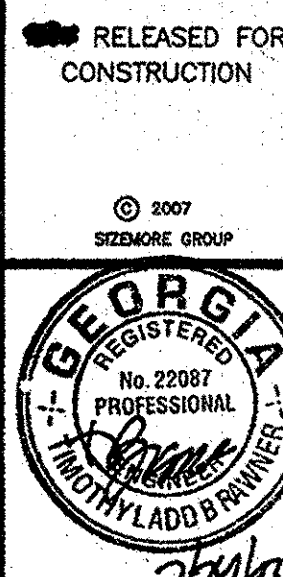
1. REFER TO MECHANICAL DRAWINGS FOR EXACT LOCATIONS OF ALL MECHANICAL EQUIPMENT. CONTRACTOR SHALL COORDINATE REQUIREMENTS WITH NAMEPLATE DATA OF ACTUAL EQUIPMENT PROVIDED.
2. SPECIFIC REQUIREMENTS REGARDING MATERIALS, WORKMANSHIP AND THE WORK TO BE DONE ARE COVERED BY THE SPECIFICATIONS WHICH COMPLEMENT THE PLANS. WORK CALLED FOR BY THE SPECIFICATIONS OR THE PLAN IS REQUIRED THE SAME AS IF REQUIRED BY BOTH. WHERE A CONFLICT EXISTS BETWEEN THE PLANS AND SPECIFICATIONS, THE MORE STRINGENT REQUIREMENTS OF THE TWO SHALL APPLY UNLESS SPECIFICALLY APPROVED IN WRITING BY THE ARCHITECT/ENGINEER.
3. OFFICE DEVICE DIMENSIONS ARE TYPICAL FOR ALL OFFICES.

KEY NOTES:

1. NOT USED
2. PROVIDE 20A TWIST LOCK RECEPTACLE AS INDICATED ON AV DRAWINGS.
3. ALL POWER RECEPTACLES IN THIS ROOM TO BE ISOLATED GROUND.
4. PROVIDE 4"x4" J-BOX WITH FLUSH MOUNTED ACCESS COVER PAINTED TO MATCH WALL AND 1" CONDUIT ROUTED TO ACCESSIBLE SPACE IN ELECTRICAL ROOM FOR FUTURE METAL DETECTOR EQUIPMENT. PROVIDE PULL STRING AND LABEL CONDUIT.
5. NOTE: ALL TELECOM CONDUIT THIS FLOOR IS TO BE ROUTED DOWN THROUGH FLOOR AND INTO CEILING SPACE ABOVE LEVEL 1. COORDINATE WITH 'AV' & 'LV' DRAWINGS FOR DETAILS.
6. DOOR HOLD HARDWARE MOUNTED ON DOOR FRAME. COORDINATE POWER/CONDUIT REQUIREMENTS WITH EQUIPMENT. PROVIDE DOOR CLOSURE SIGNAL FROM SMOKE DETECTORS AS SHOWN, COMPLY WITH NFPA 72.5.14.6 SPACING REQUIREMENTS.
7. PROVIDE REQUIRED POWER TO LOW VOLTAGE TRANSFORMERS FOR SMOKE DAMPER OPERATION. VERIFY QUANTITY AND LOCATION OF POWER TRANSFORMERS WITH EQUIPMENT, PROVIDE 120V CONNECTION FROM ELECTRICAL PANEL TO TRANSFORMERS.

AS-BUILT
DRAWINGS

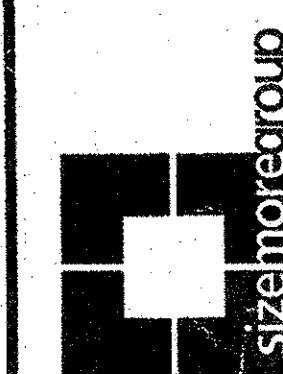
HESM&A
CONSULTING ENGINEERS
ATLANTA - JACKSON
125 COLLIER ROAD
ATLANTA, GA 30328
404 525-2001 FAX 404 525-2009
GEORGIA LICENSE NO. - 59
08-1120



Drawn: JNB
Checked: TLB
Date: 04/06/07
Job No.: 06241STCRBR

Revisions:	Date
No.	Date
SD PACKAGE	11/02/06
DD PACKAGE	01/31/07
ISSUED FOR PERMIT	05/17/07
ADDENDUM #2	06/18/07

STOCKBRIDGE CITY HALL
STOCKBRIDGE, GEORGIA



File: LEVEL 2
ELECTRICAL

Scale:
1/8" = 1'-0"

Sheet:

E102

of:

RFP NO:	2020-0025		Date Advertised:		10/22/20
Title:	Janitorial Maintenance Services		Date Opened:		2/4/21
Agency:	Public Works		Number of Responses Received:		7
Project Manager:	Decius Aaron				
Responder(s)		Address	City	State - Country Zone	Zip
A-Action Janitorial Service, Inc.		6607 Tribble Street	Lithonia	Georgia	30058
American Facility Services Inc		1325 Union Hill Industrial Court, STE A	Alpharetta	Georgia	30004
Building Maintenance Services, Inc.		1955 Vaughn Road, STE 105	Kennesaw	Georgia	30144
Clean Spaces Atlanta and Hattiesburg, LLC		P.O.Box 392684	Snellville	Georgia	30039
Intercontinental Commercial Services, Inc.		912 Hurricane Shoals Road, NE	Lawrenceville	Georgia	30043
Lamogo Services, LLLP		5030 Burberry Way	Fairburn	Georgia	30213
Magann Facility Support Services, Inc.		2640 Lithonia Industrial Blvd.	Lithonia	Georgia	30058

COMMENTS:	Date Created:	2/5/21
	Date Updated:	



Procurement Division
 Scoring Sheet Evaluation Committee Meeting
 RFP No. 2020-0025 – Janitorial Maintenance Services
 March 4, 2021

Proposer – Organization Name	Cie Cie McGhee	Al Barnes	Renee Wheeler	Brad Holtsinger	Total Points	Ranking
A-Action Janitorial Service, Inc.	55	45	70	60	230	2
American Facility Services Inc	25	40	62	60	187	5
Building Maintenance Services, Inc.	40	50	53	60	203	4
Clean Spaces Atlanta and Hattiesburg, LLC	0	60	2	25	87	7
Intercontinental Commercial Services, Inc.	50	60	70	60	240	1
Lamogo Services, LLLP	30	30	20	25	105	6
Magann Facility Support Services, Inc.	35	50	63	65	213	3



City of Stockbridge

Agenda Request Form

Meeting Date

April 12, 2021

ACTION

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required
- ☐ Attachment (s)
- ☐ Payment of Invoice/Task Order/Change Order

- ☐ PUBLIC HEARING
- ☐ ORDINANCE
- ☐ RESOLUTION
- ☒ BID/SOLICITATION AWARD
- ☐ PRESENTATION
- ☐ DISCUSSION
- ☐ REPORT
- ☐ DISCUSSION
- ☐ CONTRACT APPROVAL - RENEWAL

Funding Source:

100-15650-522321, 100-15650-522322, 100-15650-522323, 100-15650-522324, 100-15650-522325, and 100-15650-522326

BUDGET ADJUSTMENT/ N/A

PRESENTER: Lindell Y. Miller/Decius Aaron

ITEM/PROJECT/EVENT: REQUEST FOR PROPOSAL (RFP) NUMBER 2020-0025 – City of Stockbridge
Janitorial Maintenance Services

BACKGROUND INFORMATION:

The Public Works Department is requesting Council approval for award of contract number Request For Proposals (RFP) Number 2020-0025, Janitorial Maintenance Services, to Intercontinental Commercial Services, Inc; for an annual amount of Eighty-nine thousand, two hundred and eighty dollars, \$89,280.00.

STAFF RECOMMENDATION:

The Public Works Department is requesting Council approval for award of contract number Request For Proposals (RFP) Number 2020-0025, Janitorial Maintenance Services, to Intercontinental Commercial Services, Inc; for an annual amount of Eighty-nine thousand, two hundred and eighty dollars, \$89,280.00. (Exhibit 1)

The Contract is for one (1) year with an option to renew for four (4), one (1) year periods.

The procurement was solicited, in accordance with Council recommendations and approved Ordinance, to engage the services of qualified contractors with proven track record to maintain the City of Stockbridge facilities, based on the scope of services listed within the Request For Proposal and perform daily wipe downs and disinfecting services to combat COVID-19.

On February 4, 2021, RFP No. 2020-0025, for the City of Stockbridge Janitorial Maintenance Services opened; Seven (7) firms submitted proposals in response to the RFP, Intercontinental Commercial Services, Inc; A-Action Janitorial Service, Inc; Magann Facility Support Services, Inc; Building Maintenance Services, Inc; American Facility Service, Inc; Lamogo Services, LLLP and Clean Spaces Atlanta and Hattiesburg, LLC (Exhibit 2).

On March 4, 2021, an Evaluation Committee Meeting was held. After evaluation and scoring, the Evaluation Committee named Intercontinental Commercial Services, Inc, as the first ranked firm (Exhibit 1). The Evaluation Committee's ranking was posted on the website for the City's Procurement Division and the Georgia Procurement Registry on March 8th, 2021.

The cost points were calculated based on the selection criteria listed in the Requested For Proposal.

The City of Stockbridge Ordinance Section 3.30.110 - Competitive sealed proposals, (H). Award of Proposal. (2). Approval of Proposal. The City of Stockbridge City Council shall approve all awards where cost or revenue is greater than fifty thousand dollars (\$50,000.00).

Exhibit 1 – Evaluation Committee Ranking List

Exhibit 2 – Response List

Fiscal Impact: Funds will be provided from account numbers:

100-15650-522321

100-15650-522322

100-15650-522323

100-15650-522324

100-15650-522325

100-15650-522326

APPROVED BY:

Procurement Division: Signature _____

LEGAL: **YES** **NO** or **N/A** **Sig.**_____

FINANCE DEPT: **YES** **NO** or **N/A** **Sig.**_____

CITY MANAGER: **YES** **NO** **Sig.**_____



City of Stockbridge

Agenda Request Form

Meeting Date

April 12, 2021

ACTION

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required
- ☐ Attachment (s)
- ☐ Payment of Invoice/Task Order/Change Order

- ☐ PUBLIC HEARING
- ☐ ORDINANCE
- ☐ RESOLUTION
- ☒ BID/SOLICITATION AWARD
- ☐ PRESENTATION
- ☐ DISCUSSION
- ☐ REPORT
- ☐ DISCUSSION
- ☐ CONTRACT APPROVAL - RENEWAL

Funding Source:

100-72000-521202 (Consulting Services-BSD) and 100-72000-521203 (Consulting Services-Engineering).

BUDGET ADJUSTMENT/ N/A

PRESENTER: Lindell Y. Miller/Decius Aaron

ITEM/PROJECT/EVENT: REQUEST FOR PROPOSAL (RFP) NUMBER 2020-0027 – City of Stockbridge Professional Permitting and Building Inspection Services

BACKGROUND INFORMATION:

The Public Works Department is requesting Council approval for the award of contract number Request For Proposals (RFP) Number 2020-0027, Professional Permitting and Building Inspection Services to SAFEbuilt Georgia, LLC.

STAFF RECOMMENDATION:

The Public Works Department is requesting Council approval for the award of contract number Request For Proposals (RFP) Number 2020-0027, Professional Permitting and Building Inspection Services to SAFEbuilt Georgia, LLC. (Exhibit 1)

The Contract is award is for one (1) year with the option to renew for (4), (1) year, renewable options

The procurement was solicited, in accordance with Council recommendations and approved Ordinance, to requests qualified firms with proven experience in Permitting, Engineering and Building Inspection Services to submit proposals for Professional Permitting, Engineering and Building Inspection Services for Stockbridge City, Georgia. The qualified consultant will provide full scope of professional permitting and building inspection services from permitting, inspecting, record keeping, plan review, building code administration services, engineering services and all things necessary to complete permitting and building inspection services. Also, the consultant(s) will demonstrate a customer service approach that is pro-active and educational that includes a variety of means and methods that promote public outreach. The Contract is award is for one (1) year with the option to renew for (4), (1) year, renewable options

On March 4, 2021, RFP No. 2020-0027, for the City of Stockbridge Professional Permitting and Building Inspection Services opened; three (3) firms submitted proposals in response to the RFP, SAFEbuilt Georgia, LLC; Charles Abbott Associates, LLC, Inc and Nova Engineering &Environmental, LLC. (Exhibit 2).

On March 16, 2021, an Evaluation Committee Meeting was held. After evaluation and scoring, the Evaluation Committee named SAFEbuilt Georgia, LLC, as the first ranked firm (Exhibit 1). The Evaluation Committee's ranking was posted on the website for the City's Procurement Division and the Georgia Procurement Registry on March 16th, 2021.

The City of Stockbridge Ordinance Section 3.30.110 - Competitive sealed proposals, (H). Award of Proposal. (2). Approval of Proposal. The City of Stockbridge City Council shall approve all awards where cost or revenue is greater than fifty thousand dollars (\$50,000.00).

Exhibit 1 – Evaluation Committee Ranking List

Exhibit 2 – Response List

Exhibit 3 – Request For Proposal

Fiscal Impact – Permitting Development – (General Fund)

100-72000-521202 – Consulting Services-BSD

100-72000-521203-Consulting Services-Engineering

APPROVED BY:

Procurement Division: Signature 

LEGAL: YES NO or N/A Sig. _____

FINANCE DEPT: YES NO or N/A Sig. _____

CITY MANAGER: YES NO Sig. _____



REQUEST FOR PROPOSALS (RFP) NO. 2020-0027
PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES





Where Community Connects

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Dear Vendor:

I thank you for your interest in doing business with the City of Stockbridge. We look forward to a very successful procurement process. Please take notice of the response submittal requirements and the required certification checklist outlined in this solicitation. Please be sure to read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions may result in dismissal of your submittal. Any changes(s) to this solicitation will be conveyed through the written addenda process. In addition, notification of addenda are posted on the City's website, which is located at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. Please read carefully and follow all instructions provided in the addendum, as well as the instructions provided in the original solicitation. It is solely the vendor's responsibility to routinely check the City's website at <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp for any changing information prior to their reply.

One of the objectives of the Procurement Division is to provide quality and efficient service. If you have any questions, please visit our website or contact the agent of concern. The staff of the City of Stockbridge strives to provide excellent service "while purchasing best for less with the highest level of transparency, efficiency and integrity".

Again, thank you in advance for your continued interest in doing business with the City of Stockbridge.

Sincerely,

A handwritten signature in blue ink that reads "Lindell Y. Miller".

Lindell Y. Miller, C.P.P.O., M.B.A



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REQUEST FOR PROPOSALS (RFP) NO. 2020-0027

PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES
Thursday 24, 2020

INTRODUCTION

PURPOSE

The City of Stockbridge, Georgia (City) requests qualified firms with proven experience in Permitting, Engineering and Building Inspection Services to submit proposals for Professional Permitting, Engineering and Building Inspection Services for Stockbridge City, Georgia. The City is seeking a qualified consultant to provide full scope of professional permitting and building inspection services from permitting, inspecting, record keeping, plan review, building code administration services, engineering services and all things necessary to complete permitting and building inspection services. Also, the consultant(s) must demonstrate a customer service approach that is pro-active and educational that includes a variety of means and methods that promote public outreach. The City intends to award a contract for one (1) year with the option to renew for (4), (1) year, renewable options.

The City seeks a qualified consultant(s) to work with the City and its citizens to promote and maintain a safe and desirable community. The consultant(s) must demonstrate the ability to provide customized solutions that are impartial and professional while remaining in conformance with standards. The consultant(s) must also provide the full scope of Building Code Administration and Engineering Services including administration, permitting, building permit inspection, and code compliant inspections, and reviews of all types of construction plans. Demonstrate an understanding of the importance of coordination with city staff, city departments, governmental agencies, and exercise an appropriate level of professional judgment in resolving issues. Also, the consultant(s) must demonstrate a customer service approach that is pro-active and educational that includes a variety of means and methods that promote public outreach.

MINIMUM REQUIREMENTS

Proponent shall satisfactorily demonstrate significant experience with governmental agencies in Permitting and Building Inspection services. Proponent must demonstrate the ability to meet the following minimum criteria to be considered responsive to the RFP:

- The firm should have been in business for a minimum of five (5) years.
- A description must be provided regarding the nature of services provided to the client cities or agencies.
- A comprehensive list of references of cities served must be provided. Cite examples of qualifying project with dates, contact persons, and scope of service(s) performed.
- Also, describe the team's experience with historic properties, green building construction techniques and LEED certified construction.

- The submittal shall clearly state the number and type of programs or services performed; and
- If any previous work was audited and found to be in non-compliance with a funding source, this must be cited.

1.2 COMMUNITY BACKGROUND

The City of Stockbridge is in the northern part of Henry County, Georgia which was founded May 15, 1821. Henry county has an area of approximately 331 square miles located in the Piedmont Section of northern Georgia and is surrounded by the counties of Butts, Clayton, DeKalb, Newton, Rockdale and Spalding Counties. Stockbridge, Georgia is just minutes south of Atlanta a straight drive down Interstate 75-South. The City is populated with approximately 30,000 residents.

The City is currently in construction of its City of Stockbridge Amphitheater, it has a relaxed atmosphere, with all the amenities of a major metropolitan area with an attractive lifestyle, and business opportunities. Stockbridge is a highly attractive place to live, work and play.

Stockbridge City Council (City) is the governing authority of the City of Stockbridge. The affairs of the City are conducted by a Mayor and five (5) member City Council. This elected body is responsible for the active coordination of community resources, to meet community needs.

The City Manager, who is appointed by the Mayor and City Council, oversees the day-to-day operations of the City and insures the efficient delivery of City Services. All activities and functions of the City are administered by the City Manager under the jurisdiction of the Mayor and City Council as set forth in State and Local Laws.

SECTION 2.0

2.1 OBTAINING THE RFP

This document and supporting documents can be downloaded at the City of Stockbridge Website, <http://www.cityofstockbridge.com/default.aspx> under “Bid Solicitations” the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and Georgia Municipal Association <https://www.glga.org/>

2.2 PRE-PROPOSAL CONFERENCE

Due to Covid-19, the Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held via teleconference on Web-EX. Information regarding the meeting will be listed in the “Schedule of Events” of this RFP. Unless indicated otherwise, attendance is not mandatory, although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory; then a representative of the supplier must attend the conference in its entirety to be eligible for contract award.

2.3 PROPOSAL DUE DATE

All proposals are due in the Division of Purchasing of City of Stockbridge located in the **City of Stockbridge City Hall, 4640 North Henry Boulevard Stockbridge, GA 30281** on or before **Thursday, February 18, 2021, (3:00PM) EDT**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the City of Stockbridge Purchasing Division. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

Each envelope or package on the outside shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-0027
PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES**

City of Stockbridge City Hall
4640 North Henry Boulevard Stockbridge, GA 30281
RFP Due Date: Thursday, February 18, 2021, (3:00PM) EDT

2.4 SUBMITTAL REQUIREMENTS

It shall be the sole responsibility of the Proposer to have his/her proposal/bid submittal delivered to the City of Stockbridge Procurement Division for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, FedEx, the proposer shall be responsible for its timely delivery to the Purchasing Division. **All bids must be Mailed Only to the City at the address listed in the bid. Proposer should obtain tracking receipt and provide proof of the receipt via email within 3 days after bid opening date.**

2.4.1 BID OPENING

Beginning May 1, 2020, the City of Stockbridge Procurement Division, began conducting bid openings 100% online! For your convenience, bids will be opened and live streamed Wednesday at 12:01 p.m. via Cisco WebEx. Joining the WebEx meeting will allow you to view the vendors responding to each bid and the bid amount submitted from each vendor. This will replace in-person bid openings.

To view the bid opening, please visit the City of Stockbridge Procurement website at <https://stockbridgega.municipalcms.com/pview.aspx?id=4640&catid=72> and click Join Meeting.

2.5 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP shall be submitted in writing to the Procurement Division contact person, Lindell Y. Miller, Purchasing Manager at ProcurementDivision@CityofStockbridge-ga.gov , 4640 North Henry Boulevard Stockbridge, GA 30281. Any response made by the City shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

2.6 REQUEST FOR PROPOSAL “SCHEDULE OF EVENTS”

Below is the current Schedule of Events, in local time (EDT), that will take place in the procurement process. The City reserves the right to make changes to the schedule as the City determines is in its best interest. Unless otherwise notified in writing by the City, the dates indicated below for submission of items or for other actions on the part of a Provider shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Provider to be disqualified.

EVENT	DATE
Request For Proposals Issued to Public	Thursday, December 24, 2020
Pre-Proposal Meeting (Non-mandatory) The Non-Mandatory Pre-Bid Tele-Conference Meeting Cisco WebEx https://www.cityofstockbridge.com/pview.aspx?id=4640&catid=0	Thursday, January 7, 2021, (10:00 A.M, EDT)
Last Day for Questions to be Submitted	Friday, January 22, 2020 (12:00 noon, EDT)
RFP Submittal Due Date	Thursday, February 18, 2021 (3:00 PM, EDT)
Project Manager – Decius Aaron, Public Works Director	

2.7 NO CONTACT DURING THE PROCUREMENT PROCESS

It is a request of the City that the evaluation and award process for City contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and City officials, elected officials and staff regarding pending awards of City contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any City officer, elected official, employee, or designated City representative, between the date of the issuance of this solicitation and the date of the City Manager's recommendation to the Council for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with City officers, elected officials, employees, or designated City representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

2.8 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFP and the Contract. Proposers must prepare such requests in writing for the City's consideration as set forth in this section of this RFP. While the City has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the City will set restrictions on the frequency and number of requests permitted. The City will not respond to requests, oral or written, received after **January 22, 2020 (12 Noon) EDT.**, local prevailing time. City reserves the right to post an addendum at any time prior to the bid opening date and it is the responsibility of the proposer to view the City's website for any all-addendum post for specified solicitation. Proposers are advised that this section places no obligation on the part of the City to respond to any or all requests for clarification nor interpretation, and that the City's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be Submitted in writing via letter or email to the designated Purchasing Representative:

Purchasing Manager: Lindell Y. Miller
Email: ProcurementDivision@CityofStockbridge-ga.gov

Telephone inquiries will not be accepted.

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP and posted on the City website <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26>.

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the City shall be binding on the City. Proposers who submit a Proposal in reliance on any such oral information risk having their response to this RFP deemed non-responsive by the City. Only written responses issued by addendum to this RFP should be considered by the Proposers.

During the period provided for the preparation of Proposals, the City may issue addenda to this RFP. These addenda will be numbered consecutively and will be posted on the City website, <http://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26>. These addenda will be issued by, or on behalf of, the City and will constitute a part of this RFP.

Each Proposer is required to acknowledge receipt of each addendum by submitting an executed acknowledgment form. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.9 PREPARATION OF PROPOSALS

- a. Negligence on the part of the proposer in preparing the proposal confers no right for withdrawal or modification in any way after the deadline for the proposal opening.
- b. Unit price must be shown on the Proposal Cost Submittal Form in this document. All proposals should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
- c. All product, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
- d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the City, at no expense to the City. Unless otherwise specified, samples will be returned at the proposer's request and expense if items are not destroyed by testing.
- e. Full identification of each item proposal upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the proposer is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied.

- f. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective proposers are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the proposal for further consideration.
- g. Final determination of equivalency will be determined by the City of Stockbridge.
- h. Proposers are required to examine the scope carefully and to make sure they have full understanding of outlined scope.
- i. The City of Stockbridge will not be responsible for proposer's errors or misjudgment, nor for any information or lack of information, on location conditions, and/or general laws and regulations.
- j. Failure of a proposer to be aware of any applicable federal, state, or local regulations shall not excuse compliance, regardless of whether specifically cited in the Contract Documents and Specifications or any related document.

2.10 REJECTION AND WITHDRAWAL OF PROPOSALS

- a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify The Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight-hour period.
- b. The City will make a recommendation of the proposal to the City Council within 60 days from date of the opening.
- c. The City may reject all or part of the proposal within 60 days of proposal opening.

2.11 PROPOSAL AND CONTRACT DOCUMENTS

- a. A proposal executed by an attorney or agent on behalf of the Bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder Corporation:

If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners

do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. **Contract Term** - The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the proposals/bid submitted by the successful Proposer.

2.12 EXCEPTIONS AND OMISSIONS

Any exceptions to the specifications and/or terms and conditions must be addressed during The question/clarification and addendum phases.

2.13 ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

2.14 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Stockbridge, or any work performed in connection therewith is the responsibility of the vendor(s).

2.15 CODES, PERMITS, FEED, LICENSES AND LAW

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the

same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.

- b. State Law regarding Worker Verification requires that all who enter a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City Proposer agrees that in the event the Proposer employs or contracts with any subconsultant(s) in connection with the covered contract, the Proposer will secure from the subconsultant(s) such subconsultant(s) indication of the employee-number category applicable to the subconsultant, as well as attestation(s) from such subconsultant(s) that they are complying. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal must be signed by the Proposer and will become part of the contract.

2.16 SAFETY

All vendors and subconsultant performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and CITY Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Proposers and subconsultant shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

2.17 DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the industry Acceptable standards of engineering practices and/or professional services.

2.18 STATEMENT OF WARRANTY

A Statement of Warranty should include all applicable manufacturers' warranty and the Proposer's warranty regarding equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

2.19 NON-COLLUSION

By submitting a proposal in response to this solicitation, the proposer represents that in the preparation and submission of this proposal, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 -68.6 through

59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

2.20 NONDISCRIMINATION

Notwithstanding any other provision of this Agreement, during the performance of this Agreement, Proposer, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be Excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

2.21 DRUG FREE WORKPLACE CERTIFICATION

By signing the Supply Service Contract form, the Proposer certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to The "Drugfree Workplace Act" have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Proposer's employees during performance of the contract; and
- b. Each Proposer who hires a subconsultant to work in a drug-free workplace shall secure from that subconsultant the following written certification: "As part of the subcontracting agreement with (Proposer's name), (Subconsultant's name) certifies to the Proposer that a drug-free workplace will be provided for the subconsultant's employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3".
- c. The Proposer further certifies that he 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.
- d. Proposer may be suspended, terminated, or debarred if it is determined that:
 - (1) The Proposer has made false certification hereinabove; or
 - (2) The Proposer has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

2.22 GEORGIA SECURITY AND IMMIGRATION ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Proposer understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Proposer further agrees that such compliance shall be attested by the Proposer and any of his Subconsultants by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City of Stockbridge and the successful Proposer.

2.23 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM

Since a contract has been deemed a "public benefit," the Proposer or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SA VE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The Proposer must execute a SA VE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the Proposer is not a U.S. citizen, then the local government must run that Proposer through the SAVE system. Only non-U.S. citizens can be processed through the SA VE program.

2.24 DELIVERY AND F.O.B. DESTINATION

- a. All prices shall include shipping and delivery cost to our destination, F.O.B., Stockbridge, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The City will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The City desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

2.25 LOCAL VENDOR PREFERENCE (NOT APPLICABLE)

In the event that a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one (1) or more responsive, responsible local businesses is within five percent (5%) of the price submitted by the non-local business (and the other terms and conditions of the two bids are substantially the same), then that local business shall have the opportunity to submit, within five (5) working days of the notice of intent to award, a final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The contract shall then be awarded to the responsive,

responsible business submitting the lowest best and final bid. (See Section 3.30.100 - Competitive sealed bids)

2.26 AUTHORITY TO SIGN

- a. If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- b. The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

2.27 PROPOSAL SECURITY AND PERFORMANCE BONDS

Bid Bond - the Consultant Company awarded the contract for the project must provide a Proposal Bond in the amount not less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.

2.28 RFP SUBMITTALS

See all specifications, **Evaluation Criteria and Exhibit I, II, and III** for the RFP, Submittal Checklist and requirements. The checklist will assist you to ensure that all submittals are included in your proposal. Ensuring that submittals are complete is solely the responsibility of the proposer/bidder. Failure to submit all submittals may deem your proposal non-responsive.

2.29 EVALUATION PROCESS

The Evaluation Committee (EC) will be responsible for ranking and recommending the most qualified firms(s) to City Council for award. The process for this procurement may proceed in the following manner: The Procurement Division delivers the RFP submittals to agency staff for summarization for the Evaluation Committee members. The appropriate department will review the litigation history and the Finance Department will review the financial portion of the submittals. Staff will also identify any incomplete responses. The Procurement Manager Procurement will review the information and will make a recommendation to the Evaluation Committee as to each firm's responsiveness to the requirements of the RFP.

The final determination of responsiveness rests solely on the decision of the Evaluation Committee. All firms that are found to be both responsive and responsible to the requirements of the RFP may have an opportunity to make an oral presentation to the EC and discuss their proposal to illustrate to the Evaluation Committee their approach to the scope of work. If interviews are requested by the City, staff may provide a list of subject matter for the discussion and each firm will be given equal time to present but the question and answer may vary.

The final determination of responsiveness rests solely on the decision of the Evaluation Committee.

All proposals will be evaluated using the Evaluation Criteria and the detailed scope of services in **Exhibit I, II, AND III**, and requirements throughout this RFP.

2.30 PRESENTATIONS / DEMONSTRATIONS / INTERVIEWS (WHEN APPLICABLE)

The City reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the City reserves the right to negotiate with the second highest ranked Proposer. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.

The EC may provide a list of subject matter for the discussion. The individuals / firms will have equal time to present but the question-and-answer time may vary. Proposers / Providers may be requested to demonstrate the nature of their offered solution to the SC. After receipt of submittals, all firms will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD or a combination of both) should be given to the Purchasing Agent at the meeting to retain in the Purchasing files.

2.31 CITY'S TAX EXEMPTION

The City of Stockbridge is exempt from Federal Excise Tax or Georgia Sales Tax regarding goods and services purchased directly by the City of Stockbridge. Exemption certificates furnished upon request.

2.32 AWARD OF CONTRACT

- a. The City intends to award the contract for one (1) year with an option to renew for four (4), one (1) year periods. The City of Stockbridge desires to complete the award process in a timely manner. The City of Stockbridge reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the City with price and other factors considered. The City of Stockbridge may elect to waive any technicalities. The proposal will be awarded to the lowest responsive, responsible or highest scored proposer(s), based upon the qualification requirements herein. The proposal specifications and results will be available on the City's web site: <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26>, the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and Georgia Municipal Association <https://www.glga.org/>
- b. City of Stockbridge reserves the right to reject any proposal if the evidence submitted by or investigation of the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on

them proposal, an award may be made to the next low responsive and responsible proposer or highest scored proposer(s).

- c. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents.

Responsibility - The determination of the proposer's responsibility will be made by the City based on whether the proposer meets the following minimum standard requirements:

- Relevant knowledge, experience and qualifications of firm and team members.
- Proposed methodology and work plan to be used in the process.
- Understanding of the project and overall completeness of submission.
- Experience on similar projects/References
- The ability, capacity and skill of the Bidder to perform and/or provide the Work required.
- The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award.
- Has adequate financial means to meet obligations incidental to the work; and
- Such other factors as the City deem to be pertinent to either the bid or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the City based on a consideration of whether the proposer has submitted complete proposal documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

- d. The City is subject to making records available for disclosure after the City of Stockbridge approval of the recommendation. The award shall be made by the City Council of Stockbridge unless the lowest, qualified bid is less than the City Councils' approval limit. No claim shall be made by the selected Proposer for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated for the proposal project.

2.33 NEGOTIATION AND AWARD

It is the City's intent to conduct the first negotiation meeting no later than thirty (30) days after City Council approval of the final ranking by the Committee. At least one (1) of the representatives for the firm participating in negotiations with the City must be authorized to bind the firm. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the firm) an impasse will be declared and negotiations with the first-ranked firm will cease. Negotiations will begin with the next ranked firm. This process shall continue until the City successfully negotiates a Contract.

2.34 DISQUALIFICATION OF PROPOSERS

The submission of more than one (1) proposal to the City as the primary Proposer or member of a joint venture for the same work by and individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Proposer and the rejection of the proposal.

2.35 RESERVED RIGHTS

The City reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the City depending on available competition and timely needs of the City. There is no obligation on the part of the City to award the contract to the lowest proposer and the City reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the City. The City shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the City reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

Proposers failing to include all documents in the submittal package as required by the proposal requirements may cause the proposal to be declared as non-responsive and be rejected. The failure to follow instructions in completing any part of the proposal package may also cause the proposal to be declared non-responsive and be rejected.

2.36 APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of City shall apply. This solicitation is being conducted in accordance with all applicable provisions of the City of Stockbridge Code of Ordinances. By submitting a proposal/Bid in reference to this solicitation, a Proposer acknowledges that it is familiar with all laws applicable to this solicitation, including, but not limited to, the City's Code of Ordinances, which laws are incorporated into this solicitation by reference.

2.37 CONTROLLING LAW, VENUE

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Stockbridge, Georgia. This Agreement shall be governed by the applicable laws of the City of Stockbridge and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its

interpretations, or its performance shall be litigated only in the City of Henry Judicial Courts.

2.38 PROPOSER AS INDEPENDENT PROPOSER

In conducting its business hereunder, Proposer acts as an independent Consultant and not as an employee or agent of City. The selection, retention, assignment, direction and payment of Proposer's employees shall be the sole responsibility of Consultant.

2.39 ASSIGNMENT

The Agreement, in whole or any part hereof, created by the award to the successful Proposer shall not be sold, not be assigned or transferred by Proposer by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Proposer, or with a business entity which is merged or consolidated with Proposer or which purchases a majority or controlling interest in the ownership or assets of Proposer without the prior written consent of the City of Stockbridge.

2.40 PERFORMANCE OF CONTRACT

- a. City reserves the right to enforce the Consultant's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Proposer shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Proposer accepts the relationship of trust and confidence established by the award Of this proposal solicitation. The Proposer covenants with the City to utilize the Proposer's best skill, efforts and judgment in furthering the interest of the City; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

2.41 DEFAULT AND TERMINATION

a. Termination by Consultant

The agreement resulting from this proposal shall be subject to termination by Consultant In the event of any one or more of the following events:

The default by City in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of City to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Proposer to remedy the same.

b. Termination by City

The agreement resulting from this proposal shall be subject to termination by the City at any time in the opinion of the City; the Proposer fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Consultant in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Proposer to remedy, or undertake to remedy with sufficient forces and to the City's reasonable satisfaction, the City shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Proposer fails to remedy such conditions within thirty (30) days to the satisfaction of the City, the City may exercise their option in writing to terminate the Agreement without further notice to the Proposer and order the Proposer to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the City.
- (2) Consultant files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Proposer and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Consultants' failure to conduct services according to the approved proposal specifications.
- (4) Consultants' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Consultant's performance of the contract is unmeasurably delayed.
- (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the City reserves the right to purchase commodities or services covered by this contract

elsewhere if available from an alternate source.

- (7) The Proposer agrees by its proposal submission that the City's decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such ability with all reasonable dispatch.

d. Waiver

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

2.42 INVOICES

Invoices and/or statements should not be faxed but originals must be mailed directly to:

**City of Stockbridge, City Hall
Finance Department Accounts Payable
4640 N. Henry Boulevard
Stockbridge, GA 30281**

2.43 PAYMENT

Payment shall be tendered to the successful Proposer upon acceptance and approval by the City for satisfactory compliance with the general terms, conditions and specifications of the proposal; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted, and receipt of a valid invoice.

2.44 BID BOND AND INSURANCE RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in the attached Insurance Form in this RFP. Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance ("COI") with policy limits equal to or greater than the limits outlined in **EXHIBIT I, II AND III – DETAILED SCOPE OF SERVICES**.

Proof of insurance must be provided to the City prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.

2.45 ACCURACY OF RFP AND RELATED DOCUMENTS

The City assumes no responsibility that the specified technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the City will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFP.

Should a recipient of this RFP find discrepancies in or omissions from this RFP and related documents, the recipient of this RFP shall immediately notify the Purchasing Contact Person identified in Section 2.5 in writing at the following address: City of Stockbridge Purchasing Division City Hall, 4640 North Henry Boulevard, Stockbridge, Georgia, 30281. A written addendum, if necessary, then will be made available to each recipient of this RFP.

2.46 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Proposers are reminded that they should only contact the person designated by the RFP.

Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the contract. It is also expected that the Proposer will obtain information concerning the conditions at locations that may affect its work.

Except with respect to events or conditions, which are not discoverable, the Proposer shall make his/her own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions encountered or created, without extra cost to the City.

Each proposer is responsible for any inspections of sites if applicable and for reading and being thoroughly familiar with the contract documents and requirements. The failure or omission of any proposer to so familiarize him/herself shall in no way relieve the proposer from any obligation in respect to his/her proposal.

2.47 PUBLIC RECORDS DISCLOSURE:

All solicitations submitted to the City are subject to public disclosure pursuant to Georgia's Open Records Act.

2.48 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The City, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The City has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFP, Proposers waive any challenge to the City's decisions in this regard. Marking all or substantially all a Proposal as confidential may result in the Proposer being deemed non-responsive to this RFP.

Notwithstanding the foregoing, Proposers recognize and agree that the City, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.49 CITY RIGHTS AND OPTIONS

- a. This RFP constitutes an invitation to submit Proposals to the City. Without limitation or penalty, the City reserves and holds at its sole discretion, the following rights and options:
- b. This RFP does not obligate the City to select, procure or contract for any services whatsoever.
- c. The City reserves the right to award a contract based on this RFP and the proposal(s) received (in whole or in part) to one or several vendors.
- d. The City reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the City.
- e. All costs incurred by a Proposer in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the City will be borne by the Proposer.
- f. The City reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFP from further consideration for this procurement, and to notify such Proposers of the City's determination.
- g. The City may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.

- h. The City reserves the right to waive any technicalities or irregularities in the Proposals.
- i. The City reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
- j. The City may request Proposers to send representatives to the City for interviews and presentations.
- k. To the extent deemed appropriate by the City, the City may select and enter discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.
- l. The City reserves the right to discontinue negotiations with any selected Proposer.
- m. The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.
- n. All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the City and will not be returned, and the City reserves the right to utilize all such information contained in the Proposals without further cost to the City
- o. The City may add to or delete from the Project Scope of Service specifications set forth in this RFP.
- p. Any and all Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.
- q. Neither the City, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.
- r. The City, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.
- s. By responding to this RFP, Proposers acknowledge and consent to the rights and conditions set forth in this RFP.

2.50 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFP, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer.

In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process, including any costs incurred by the Proposer in any subsequent negotiations entered in connection with developing the Proposal. There shall be no claims whatsoever against the City, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFP or procurement process or in connection with the selection process or any negotiations.

2.51 TERMINATION OF NEGOTIATIONS

The City at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the City determines that such Proposer is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. The City will give written notice of its decision to the Proposer, which shall be sent in writing, signed by the City.

2.52 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the City will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent's qualifications. If requested by the City of Stockbridge Purchasing Division, Respondent's maybe required to submit additional or supplemental information to determine whether the Respondent meets all the qualification requirements. If not with its response, such evidence must be submitted to the City no later than five (5) business days from request of the Purchasing Manager.

2.53 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the Finance Director or designated representative.

2.54 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Request For Proposals is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders and proposers are notified that all bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia).

A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the City cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act.

All bidders/proposers intending to do business with the City are responsible for independently apprising themselves and complying with the requirements of that law and its effect on City procurements and their participation in those procurements.

For additional information on the E-Verify program or to enroll in the program, go to: [HTTps://e-verify.uscis.gov/enroll](https://e-verify.uscis.gov/enroll).

2.55 AUTHORIZATION TO TRANSACT BUSINESS

If the Proposer is a Georgia corporation, the corporation, prior to contract execution, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

2.56 PAYMENT

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of the Contract. Invoices will be subject to verifications and approval by the Requesting Department. Payment will be based on receipt of individually completed check lists and upon inspection by the City's Authorized Representative of the work / services performed.

2.57 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

2.58 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it nor its subconsultant are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City.

2.59 GENERAL REQUIREMENTS

- a. Proposals may be withdrawn upon receipt of a written request prior to the Stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim.
- b. City of Stockbridge shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be considered in determining acceptability.
- c. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.
- d. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the City of such defect, damage or deficiency.
- e. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the City with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the City is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
- f. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
- g. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of its rights, title or interest therein without prior written consent of the Council.
- h. In case of default by the successful Offeror, City of Stockbridge may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
- i. All proposals and bids submitted to the City of Stockbridge subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18- 70 et seq.

2.60 MULTI-YEAR CONTRACT TERM

The period of this Agreement shall consist of a series of Terms as defined below. The City is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the City's then current fiscal year.

a. Commencement Term

The “Commencement Term” of this Agreement shall begin on the date of execution of the Agreement in the year January 1, 2020, the starting date, and shall end absolutely and without further obligation on the part of the City on the 31st day of December 2020. The Commencement Term shall be subject to events of termination and the City’s termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the City’s obligation to make payments provided under this Agreement shall be subject to the City’s annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the City’s governing body and such obligation shall not constitute a pledge of the City’s full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the City upon the approval of the City Council for four (4) one-year (“Renewal Terms”). However, no Renewal Term of this Agreement shall be authorized, nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the City Manager or City Council for the calendar year of such Renewal Term. If approved by the City Board of Commissioners, the First Renewal Term shall begin on the 1st day of January 2021 and shall end no later than the 31st day of December 2021. If approved by the City Manager or City Council, the Second Renewal Term shall begin on the 1st day of January 2022 and shall end no later than the 31st day of December 2022. If the City chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the “Ending Term” with no further obligation on the party of either party.

Remainder Left Blank Intentionally

SECTION
3.0

3.1 SUBMISSION REQUIREMENTS

All Proposals, including all attachments, must be received by the City in a sealed package no later than **Thursday, February 18, 2021 (3:00 PM) EDT** and must be addressed to:

REQUEST FOR PROPOSALS (RFP) NO. 2020-0027
PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES
City of Stockbridge, City Hall
Procurement Division
4640 N. Henry Blvd., Stockbridge GA 30281

The Proposal shall consist of all documents listed on the Required Submittal Checklist (Exhibit III), Evaluation Criteria and the Scope of Services listed in Exhibit I. The Proposal shall include proposer information, technical information, business related information, and any Technical Proposal forms requested, sealed, marked and packaged.

The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

Each envelope or package shall be clearly marked as follows:

REQUEST FOR PROPOSALS (RFP) NO. 2020-0027
PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES
CITY OF STOCKBRIDGE, CITY HALL
Proposer's Name and Address

The Request For Proposals (RFP) requirements, responses shall **consist of one (1) signed, original that is marked "ORIGINAL" and five (5) bound photocopies that are identical to the original and marked "COPY" and one (1) flash drive containing a pdf format of the RFP submittal.** Minimum font size of eleven (11) shall be used. All pages shall be single sided.

Failure to submit the RFP response in the manner specified herein or failure to closed identical permanently bound copies of the original materials in each response copy submitted may result in the disqualification of the entire submittal.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the City reserves the right to determine, at its

sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section.

Response packages do not have to be professionally produced nor professionally packaged. Regarding the Evaluation Criteria: each firm has a continuing obligation to provide the City with any material changes to the information requested. The City reserves the right to obtain additional information from interested individuals /firms. To assure consistency, proposals must conform to the format contained herein. Paper size: 8½” x 11”. Larger charts and graphs may be provided if folded neatly to 8½” x 11” and the following items, in the order presented below, with tabs between the sections must be included:

Evaluation Criteria	Tab Number
The Proposal shall include the appropriate and requested information in enough detail to demonstrate the Proposer’s knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer’s responses to the criteria described below. Provide answers below. If you are submitting a response as a joint venture, you must respond to each question for each entity forming the joint venture. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable	
Section 1 – Letter of Transmittal - The Proposer’s name, mailing address, telephone number and nearest office location. - Letter of Transmittal. Letter transmitting the Proposal, identifying the team members and providing a designated point of contact, including name, title, address, email address, and telephone and fax numbers of one (1) individual to whom all future correspondence and/or communications should be directed by the City concerning this solicitation. The letter should include a narrative statement of the Consultant’s approach to providing the Services solicited in this RFP. - A statement that the proposal is in response to the RFP for PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES CONSTRUCTION.	Tab 1
Section 2 – Executive Summary Proposer shall submit their approach to the work as it relates to the contract, understanding of the contract’s goals and objectives and a demonstrated understanding of the contract’s potential problems and concerns in a brief executive summary and provide primary local contact person(s) and telephone number(s)	Tab 2

a. Total number of company's local full-time employees b. Year company was established c. Description of the company's background and size. d. Description of the company's corporate structure, including whether the company is under the control of any other corporation or organization. Include the legal status of the organization. A declarative statement as to whether. a. Proponent or any member of the Proponent team has an open dispute with the City or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years. b. Proponent has within the past five (5) years filed (or had filed against it) any bankruptcy or insolvency proceedings, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee or assignee for the benefit of creditors. If so, please provide an explanation. c. Proponent has failed to complete work, or a contract awarded to proponent. If so, please provide an explanation; and d. Proponent or any of the Proponent's employees, agents, independent contractors or Sub-Contractors have been convicted of, or pled guilty or nolo contendere to any felony. If so, please provide an explanation and details. e. Provide a summary of the other sections of the Proposal. All Sections should fit together into a well-organized highlight of the significant points of the Proposal	
Section 3 – Experience and Qualification of Key Staff Provide the names, education, certifications, licenses and registrations for individuals who will be assigned to the project as Key Staff. Also, describe each participant's experience on projects of similar size and scope as required by this RFP, including but not limited to the following: a. Provide an experience matrix that summarizes the involvement of the named Key Staff on projects listed in the Proponent's experience matrix over the last five (5) years. (11" x 17" sheet of paper allowed). b. Provide resumes showing professional qualifications for Key Staff. List five (5) relevant projects, including: Client name and location; Project description; Role of the individual; Project actual or expected completion date; and Reference Contacts; and c. Submission of the names for Key Staff constitutes a commitment to use these individuals if the Proponent is selected, and changes may be made only with	Tab 3

the prior written consent of the City. In the event there is a need to replace Key Staff or Team Members during the course of the project, Proponent must describe its backup personnel plan. d. Consultant staff assigned to execute the scope of services must have relevant experience in providing the necessary services as described under the scope of services. All personnel assigned to the work shall possess appropriate certifications or registrations as required by state agencies. Such certifications include, but not are limited to: e. Chief Building Official (5 Years Overall Experience with 3 Years Supervisory Experience). See Exhibit I, II, and III, Detailed Scope Services and specifications listed in the RFP.	
Section 4 – Experience and Qualifications Firm and Team a. Describe proposer’s experience in PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES CONSTRUCTION for the past five (5) years regarding the proposer. Include the following for each project: b. Provide a delineation of the roles assigned to the team members and all proposed Sub-consultants. a. Provide an organizational chart of proposed team indicating the role each team member will fulfill (11” x 17” paper allowed). b. Describe team members experience working together in a blended, integrated team environment. c. The Proponent shall identify any outside specialized Consultants that intends to use as a Sub-contractor for the management of the work, or major portion thereof. The Proponent shall submit information on the Sub-contractor, which shall include specialized Sub-contractor’s resume, company history, address, details of experience with similar type of municipal or city projects during the last five (5) years and copy of licenses and certificates required for all services to be provided under the Scope of Services. Proponent must provide a reference and release form for each proposed sub-contractor identifying work on projects similar to that to be performed under this RFP; and d. Describe the Proponent’s current ability to effectively and conveniently perform the Scope of Services and to coordinate its efforts with the City and its other contractors. List office addresses and total number of employees, and the number of both professional and support employees located at the company’s supporting offices. Also, list Proponent’s geographical location of the office	Tab 4

that will be primarily responsible for assigned projects, and where the work will be accomplished. e. Experience of firm and key staff & personnel. Characterize the Consultant's Firm understanding of the RFP's principal requirements and describe The Consultant's Firm expertise and experience in building and inspections. Provide a detailed resume of employees that will be assigned to work on the contract. Special emphasis will be focused on the Consultant's Firm's staff experience and their ability to demonstrate previous experience and special knowledge in the inspection services requested. Specifically show how the proposed organization with staffing will provide the City with the quantity and quality of service necessary to meet the City's needs. f. Experience in building and inspections. Consultant must characterize their understanding of the RFP's principal requirements and describe their expertise and experience in permitting and building inspections. The Consultant must provide a detailed resume of employees that will be assigned to this project and special emphasis will be focused on Consultant's experience and ability to demonstrate previous experience and special knowledge in the inspection services requested. State all locations, and dates of operation; the types and size of events; if appropriate, the numbers and kinds of employees involved; and any other relevant details, which would indicate Consultant's capability to perform such services. Detail key risk areas that are to be mitigated to facilitate success. Outline Consultant's approach towards achieving successful mitigation. Consultant must explain years of experience with providing permitting and building inspection services. See Exhibit I, Detailed Scope Services and specifications listed in the RFP.	
Section 5 – Technical/Project Management Approach Technical and Management Approach. Proponent should describe the procedures and methods that will produce the required outcomes for the project specified herein. Proponent should explain its approach in terms of management, organization, process, tools and techniques, staff and quality assurance/quality control. Such information should include but not be limited to: a. Provide a brief description of your company's structure and capabilities. b. Describe in detail your approach and process for permitting and building inspection services; and c. Provide a detailed schedule with your proposal for the project which includes critical milestones.	Tab 5

d. Consultant must demonstrate innovative practices to supplement the efforts of municipal departments to increase safety while providing helpful and attentive service to the departments and public they serve. Project Management: a. Describe how the project will be organized and managed. b. Describe progress for reporting procedures during the project for new employees. c. Include the anticipated use of subcontractors or vendors; and d. Describe the resources necessary to accomplish the purpose of the project. e. The Consultant shall have a Project Manager (Chief Building Officer) representing their company and any/all your company's subcontractors that are part of this project. Indicate your strategies for quality control, issue anticipation and resolution throughout the project, your methodology for coordination and issue tracking, as well as any other information you feel is pertinent. This section shall be signed by an authorized representative of the prospective Proposer See Exhibit I, II, and III Detailed Scope Services and specifications listed in the RFP.	
Section 6 - Cost Proposal The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 2020-0027 for "PERMITTING AND BUILDING INSPECTION SERVICES" on the outside of the envelope. DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive. Responders are required to submit their costs on <i>Cost Proposal Forms</i> Responder shall not alter the cost proposal form. The respondent with the lowest total cost will receive the full 25 points. For respondents with the second, third, fourth, etc., their total costs will be divided into the lowest cost and multiplied by 25, the total points allowed for cost. The City has established the following formula to evaluate cost proposals for Request for Proposals (RFP): <u>Lowest cost submitted</u> Each successive cost X Points allocated for cost in RFP = Cost proposal score	Tab 6

See Exhibit II Cost Proposal Summary Form	
Section 7 - Location Identify the office location responsible for this project. Supply legal firm name, headquarters address, local office addresses, satellite offices and warehouse addresses, if applicable. State of incorporation, and key firm contact names with their phone numbers and e-mail addresses.	Tab 7
Section 8 - Recent, Current, and Projected Workloads of the Firms – List all current clients, during the past five (5) years, both completed and active with approximate percent complete.	Tab 8
Section 9 - Proposer Financial Information a. It is the practice of the City to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work. b. If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime Proposer. The following documentation is required in order for the City to evaluate financial responsibility: a. Provide your firm's most recent balance sheets. b. Provide your firm's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report. c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution. d. Provide a sworn statement that your firm has not filed petition(s) for Federal Bankruptcy or state insolvency. The statement must be notarized.	Tab 9
Section 10 – Litigation The City will consider a vendor's litigation history information in its review and determination of responsibility. All vendors are required to disclose to the City all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the vendor, any parent or subsidiary of the vendor, or any predecessor organization.	Tab 10

If the vendor is a Joint Venture, the information provided should encompass the Joint Venture (if it is not newly formed for purposes of responding to the solicitation) and each of the entities forming the Joint Venture. Although the review of a vendor's litigation history is an issue of responsibility, the failure to provide litigation history as required in the Evaluation Criteria may result in a recommendation of non-responsiveness by the Purchasing Manager.	
Section 11 - Business Licenses, Licenses, and Insurance Evidence that your proposer and/or persons performing the work are licensed to do business in the State of Georgia. Proof of insurance as listed. Evidence of possession of required licenses or business permits. Wrecker service will have a current business license and be in compliance with the local jurisdictions zoning. Attach copies of all such licenses issued to the business entity. List any regulatory or license agency sanctions. If there are none, state none.	Tab 11
Section 12 – References Proposer is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Proposer should use the appropriate reference form to distribute to its reference organization/firm to complete and return to the proposer's attention. Proposer should submit the completed Reference Verification Form with its response. The City will verify references provided as part of the review process. Provide a minimum of five (5) references that are comparable in scope, size, and clients within the last five (5) years. Governmental/Public entities are preferred. EXHIBIT VI, REFERENCE VERIFICATION FORM	Tab 12
Section 13 – Documents and forms required by the City Please provide all other documents and forms not included in the above sections. <u>For informational purpose only</u>, the City also request that the consultant provides the City with a percentage of fees option based on permit and plan checks fees collected. Should the City adopt a fee schedule, the percentage could be negotiated. The city may request that the consultant assist the city with a most effective and comprehensive fee schedule based on the City's, population and character. the fees option should be based on monthly collected fees up to \$20,000 a month and over \$20,000 a month.	Tab 13

PROPOSAL EVALUATION – SELECTION CRITERIA

City's selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the City's staff. The Proposer's submittal must fully address the requirements listed in this solicitation and the Firm's degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the City's intention to select a

firm which is the most qualified to meet the City's needs. The award shall be based on but not limited to the following factors:

RFP Evaluation Criteria	Scoring Value Maximum Points
1. Experience and Qualification of Key Staff This criterion measures the overall organization infrastructure of Consultant's well-thought-out approach in undertaking the required services. Experience of Consultant's ability to lead and manage these services as well as the experience and resources of Consultant will be carefully considered. Key factors to be considered are experience in providing these types of services, professional credentials and leadership, reputation in the industry and the references provided or obtained. The quality and timeliness of the contractors past performance of previous contracts and Consultant's plan on how the future responsibilities will be handled. Characterize the Consultant's Firm understanding of the RFP's principal requirements and describe The Consultant's Firm expertise and experience in building and inspections. See Section 3.2 Overview Proposal Requirements/Evaluation Criteria and Scope of Services	0 - 40
2. Technical Approach/Project Management Proponents are asked to submit evidence of their experience and qualifications to perform the Services as required by the RFP. The technical proposal shall include responses to all of the information requested in the RFP and shall be tabbed to identify the specific components Proponent should describe the procedures and methods that will produce the required outcomes, which includes innovation, and cost effectiveness for the project specified herein. Proponent should explain its approach in terms of management, organization, process, tools and techniques, staff and quality assurance/quality control. Such information should include but not be limited to: • Provide a brief description of your company's structure and capabilities. • Describe in detail your approach and process for permitting and building inspection services; and • Provide a detailed schedule with your proposal for the project which includes critical milestones. • Consultant must demonstrate innovative practices to supplement the efforts of municipal departments to increase safety while providing helpful and attentive service to the departments and public they serve. See Section 3.2 Overview Proposal Requirements/Evaluation Criteria and Scope of Services	0 - 35

3. Cost Proposal The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 2020-0027 for "PERMITTING AND BUILDING INSPECTION SERVICES" on the outside of the envelope. Responders are required to submit their costs on <i>Cost Proposal Forms</i> Responder shall not alter the cost proposal form. See Section 3.2 Overview Proposal Requirements/Evaluation Criteria, Scope of Services, and Exhibit II Cost Proposal Summary Form	0- 25
MAXIMUM SCORING POINTS TOTAL	100

Total points awarded for price will be determined by applying the following formula:

(Lowest Overall Cost /Proposer's Price) x 25 = Price Score

Please note that prices may be negotiated in the best interest of the City after the scoring is completed

EXHIBIT I
DETAILED SCOPE OF SERVICES
REQUEST FOR PROPOSALS (RFP) NO. 2020-0027
PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES

1. SCOPE OF WORK

The Scope of Services (SOS) contained in this RFP includes, but may not be limited to, a broad array of services that may be performed over a period of time in order to meet the City's initiatives. The City will determine the services to be performed. Nothing in this RFP constitutes an assurance that a particular item of work will be performed by the successful Consultant. The City reserves the right to request all, some or any combination of services identified in this Scope of Services. When the City desires any Services contemplated under this Scope of Services, the City will contact the successful Consultant and authorize such Services. It is understood and agreed to by the Proponent that Services performed under the Scope of Services of this RFP shall include, but not be limited to, the Services described below and as desired by the City.

The City is committed to efficiently delivering services to residents and businesses. The City is requesting proposals for qualified consultant(s) to provide Permitting and Building Inspection Services. The City seeks a qualified consultant(s) to work with the City and its citizens to promote and maintain a safe and desirable community. The consultant(s) must demonstrate the ability to provide customized solutions that are impartial and professional while remaining in conformance with standards. The consultant(s) must provide the full scope of Building Code Administration and Services including administration, permitting, building permit inspection, code compliant inspections, and reviews of all types of construction plans. Demonstrate an understanding of the importance of coordination with city staff, city departments, governmental agencies, and exercise an appropriate level of professional judgment in resolving issues. Also, the consultant(s) must demonstrate a customer service approach that is pro-active and educational that includes a variety of means and methods that promote public outreach.

The requested scope of services includes comprehensive Permitting and Building Inspection Services as described below. One or more consultants may be selected to enter into agreements for either the Permitting and Building Inspection Services or a single consultant may be selected to provide the entire scope of work.

For informational purpose only, the City also request that the consultant provides the City with a percentage of fees option based on permit and plan checks fees collected. Should the City adopt a fee schedule, the percentage could be negotiated. The city may request that the consultant assist the city with a most effective and comprehensive fee schedule based on the City's, population and character. the fees option should be based on monthly collected fees up to \$20,000 a month and over \$20,000 a month.

2. BUILDING CODES ADMINISTRATION SERVICES

The services include:

Administration

- 2.1. Serve as the City's Chief Building Official
- 2.2. Provide a building code team to facilitate building code, plan review and inspection services; and
- 2.3. Apply adopted building codes, including:
 - 2.3.1. 2012 International Building Code w/ Georgia Amendments.
 - 2.3.2. 2014 National Electrical Code.
 - 2.3.3. 2012 International Fuel Gas Code w/ Georgia Amendments.
 - 2.3.4. 2012 International Mechanical Code w/ Georgia Amendments.
 - 2.3.5. 2012 International Plumbing Code w/ Georgia Amendments.
 - 2.3.6. 2012 International Residential Code w/ Georgia Amendments.
 - 2.3.7. 2009 International Energy Conservation Code w/ Georgia Amendments.
 - 2.3.8. 2012 International Fire Code w/ Georgia Amendments.
 - 2.3.9. 2012 NFPA 101: Life Safety Code w/ Georgia Amendments.
 - 2.3.10. 2012 International Residential Code, Appendix G w/ Georgia Amendments (Swimming Pools, Spas and Hot Tubs).
 - 2.3.11. 2006 International Existing Building Code w/ Georgia Amendments.
 - 2.3.12. 2006 International Property Maintenance Code w/ Georgia Amendments.
 - 2.3.13. 2003 National Green Building Standards w/ Georgia Amendments; and
 - 2.3.14. 2010 Georgia Accessibility Code.
- 2.4. Enforce the building codes, including issuing stop work orders, investigating complaints 17 concerning code violations, addressing any proceedings related to the correction of identified building code deficiencies.
- 2.5. As currently exist and as may be amended, enforce the American Disabilities Act (ADA) Standards for Accessible Design and the Georgia Accessibility Code, including issuing stop work orders, investigating complaints concerning violations, addressing any proceedings related to the correction of identified accessibility code deficiencies.
- 2.6. Enforce adopted codes with regard to unsafe structures, existing building, rental property maintenance and energy code compliance.
- 2.7. Demonstrate experience and applied knowledge in the aspects of plan review and building and construction inspections of both commercial and residential structures.
- 2.8. Demonstrate experience and applied knowledge in the aspects of plan review and building and construction inspections related to Main Street District and historic structures.
- 2.9. Work with Community Development Staff to ensure compliance with zoning conditions, certificate of appropriateness, and conditions of approval.
- 2.10. Process code clearance request as related to business registration and another project, as needed.
- 2.11. Interpret building codes to provide clarification as needed.
- 2.12. Provide emergency disaster response as it relates to building codes.
- 2.13. Review and recommend local ordinances as they relate to the building codes.

- 2.14. Provide training for inspectors on City building related ordinances and amendments.
- 2.15. When directed, attend City Council, Planning Commission, and other meetings.
- 2.16. When directed, attend staff level meetings with city staff, public officials, community leaders, developers, contractors and the general public.
- 2.17. Attend, as needed, pre-application meetings.
- 2.18. Offer services and knowledge of building department functions to address design, format, and frequency of reports, forms, letters and correspondence.
- 2.19. Provide and complete all agreed upon forms, reports, letters or other correspondence as are required by the City.
- 2.20. Participate in the development and implementation of the City's objectives, policies and priorities.
- 2.21. Assists other City departments and divisions with various other tasks relating to various Building Codes including but not limited to investigations, attending meetings, etc.
- 2.22. Provide exceptional customer service by assisting customer with the permitting process; and
- 2.23. Performs related work as required.

Inspections

- 3.1. Coordinate all building related inspection requests.
- 3.2. Perform inspections of residential and nonresidential buildings to determine that construction activity complies with approved plans and/or applicable codes and ordinances;
- 3.3. Perform all inspections as per adopted building codes and local amendments.
- 3.4. Provide inspection consultations to citizens, applicants, and contractors.
- 3.5. Perform code clearance inspections related to business license, as necessary.
- 3.6. Observe safety and security procedures and immediately report potentially unsafe conditions.
- 3.7. Perform all inspections called in before 4:00 PM no later than end of business on the following business day.
- 3.8. Identify and document any areas of non-compliance and suggest alternate means when appropriate.
- 3.9. Issue stop-work notices for non-conforming building activities; and
- 3.10. Utilize best practice related to the inspection, resulting, and reporting process as approved by the Chief Building Official. Plan Review.

Permitting

- 4.1. Coordinate all building related inspection requests for inspector processing.
- 4.2. Reviews plans, engineering, and permit documents and other pertinent information at the public counter in order to verify accuracy and completeness of information.
- 4.3. Determines permit, plan, and process requirements for prospective applicants.

- 4.4. Reviews building plans and permit application for completeness and compliance with established codes, ordinances, policies, and procedures
- 4.5. Processes Permit applications, and plan intake
- 4.6. Determines processing needs for projects
- 4.7. Assist building inspectors by performing code and records research and compiling.
- 4.8. Provides information to members of the public/ permit applicants regarding building permit requirements, inspection, and general requirements of the permit process.
- 4.9. Responds to telephone inquiries regarding permits, permit processes, building codes, and other related ordinances and laws.
- 4.10. Processes and issues building, electrical, plumbing, mechanical, grading and other related permits.
- 4.11. Calculates fees based on established schedules
- 4.12. Coordinates with Zoning and Public Works departments.
- 4.13. Monitors approval of plans by other departments and agencies.
- 4.14. Maintains computer files and other manual logs on all building permits and related documents.
- 4.15. May balance daily permit receipts and prepare appropriate monthly reports for submittal to department head.
- 4.16. Observe safety and security procedures and immediately report potentially unsafe conditions

Enforcement

- 5.1. Enforce compliance with all building codes including, but not limited to, building, electrical, plumbing, use and occupancy classification, general building heights and areas, construction type, accessibility, energy code, and foundation; and
- 5.2. Document areas of non-compliance using written records, electronic communications, photographs or other appropriate means.

Records and Recording

- 6.1. Maintain proper legal record and files concerning construction and building code administration at the Community Development Department or at such other locations as approved by the Community Development Director.
- 6.2. Keep daily logs of building permit and inspection activities and submit an itemized monthly

report of all service activities to the Community Development Director. This should be in electronic format where appropriate. Said reports may be provided upon request; and

6.3. Reports

EXHIBIT II
COST PROPOSAL SUMMARY FORM
REQUEST FOR PROPOSALS (RFP) NO. 2020-0027
PROFESSIONAL PERMITTING AND BUILDING SERVICES INSPECTION

Proponent is required to furnish all labor, travel, resources, materials, tools, equipment and services required to satisfactorily complete the Services requested in this RFP per phase and for

the Total Cost as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Cost Proposal Form. Please do not make modifications to this form as any change may render Proponent's proposal nonresponsive. Please complete the form in its entirety. Any alternate or optional fee structures must be submitted on a separate sheet and shall not be submitted in lieu of this Cost Proposal Summary Form.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with the City of Stockbridge according to the Request for Proposal documents.

Please provide the following information:

Name of Consultant:

Mailing Address of Consultant:

City:

State: _____ Zip Code: _____

Telephone: _____

Email:

Fee Amount Proposed: \$ _____

Company Name

Date

Name of Authorized Representative

Authorized Representative's Signature

Contact Person Submitting Proposal:

Title of Contact Person: _____

Telephone Number: _____



City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Fax Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

SIGNATURES If sole owner, sign here: I sign as sole owner of the business named above.

_____ Date _____

If partnership or corporation: One or more partners or corporate officers sign here:

The undersigned certify that they sign this proposal with full and proper authority to do so.

By: _____ Title _____

By: _____ Title _____

Date: _____

END OF PROPOSAL FORM

3.4 REJECTION AND WITHDRAWAL OF PROPOSALS

- a. Withdrawal of Proposal due to errors, the supplier has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight-hour period.

- c. The City will make a recommendation of the proposal to the City Council within 60 days from date of the opening.
- c. The City may reject all or part of the proposal within 60 days of proposal opening.

3.5 PROPOSAL AND CONTRACT DOCUMENTS

- a. A proposal executed by an attorney or agent on behalf of the Bidder shall be accompanied By an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder Corporation:

If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized Agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term - The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the proposals/bid submitted by the successful Contractor.

3.6 ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments

to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

3.7 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Stockbridge, or any work performed in connection therewith is the responsibility of the vendor(s).

3.8 CODES, PERMITS, FEED, LICENSES AND LAW

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Proposer. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- a. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are complying. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal must be signed by the contractor and will become part of the contract.

3.9 SAFETY

All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and CITY Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

3.10 DESIGN, STANDARDS AND PRACTICES

Design, strength, quality of materials and workmanship must conform to the industry Acceptable standards of engineering practices and/or professional services.

3.11 STATEMENT OF WARRANTY

A Statement of Warranty should include all applicable manufacturers' warranty and the Contractor's warranty regarding equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

3.12 NONDISCRIMINATION

Notwithstanding any other provision of this Agreement, during the performance of this Agreement, Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

3.13 DRUG FREE WORKPLACE CERTIFICATION

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drugfree Workplace Act", have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Contractor's employees during performance of the contract; and
- b. 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 Paragraph (7) of Sub-section (b) of Code Section 50-24-3".

- c. The Contractor further certifies that he 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.
- d. Contractor may be suspended, terminated, or debarred if it is determined that:

- (1) The Contractor has made false certification hereinabove; or

- (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 5 0-24-3.

3.14 GEORGIA SECURITY AND IMMIGRATION ACT

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City of Stockbridge and the successful Contractor.

3.15 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM

Since a contract has been deemed a "public benefit," the contractor or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SAVE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The contractor must execute a SAVE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the contractor is not a U.S. citizen, then the local government must run that contractor through the SAVE system. Only non-U.S. citizens can be processed through the SAVE program.

3.16 DELIVERY AND F.O.B. DESTINATION

- A. All prices shall include shipping and delivery cost to our destination, F.O.B., Stockbridge, Georgia, unless otherwise requested. The proposer shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, proposer shall supply all materials required. The City will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The proposer shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The City desires delivery of the product(s) or service(s) as specified at the earliest possible Time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

3.17 LOCAL VENDOR PREFERENCE (NOT APPLICABLE)

In the event that a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one (1) or more responsive, responsible local businesses

is within five percent (5%) of the price submitted by the non-local business (and the other terms and conditions of the two bids are substantially the same), then that local business shall have the opportunity to submit, within five (5) working days of the notice of intent to award, a final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The contract shall then be awarded to the responsive, responsible business submitting the lowest best and final bid. (See Section 3.30.100 - Competitive sealed bids)

3.18 CITY DIRECTION OF PROJECT SITE AND MONITORING OF WORK

- a. The Contractor may have a Project Coordinator, but the project site shall remain under the control of the City of Stockbridge. The Contractor shall provide and make available an appointee to the City for project coordination and supervision of Proposer installation personnel. Coordination consist of meeting with the City of Stockbridge representatives to review the project; on site walk throughout of installation area(s) before the installation begins; review installation procedures; review installation progress and to handle any problems during installation until project completion.
- b. The successful Proposer will promptly correct all work rejected by the City as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether fabricated, installed, or completed. The successful Proposer will bear all costs of correcting such rejected work.
- c. The Contractor shall insure all trash generated by work performed shall be removed from the site and properly disposed as each work operation are completed in a given area. Additionally, the Contractor shall ensure all disturbances to the area where the Contractor performed work are restored to the same condition prior to start of the project. If an inspection reveals that the Contractor fails to clean up after work has been performed. The City will notify the Contractor of the discrepancy and the Contractor will have twenty-four (24) hours to make the correction. Should the Contractor still fail to clean the area, the City reserves the right to make other arrangements to have the area cleaned and the City shall deduct the cost from the Contractor's invoice.
- d. No one except authorized employees of the Contractor is allowed on the premises of the City facilities. Contractor employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.
- e. All information disclosed by the City to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor while performing such work is to be kept strictly confidential.

3.19 AUTHORITY TO SIGN

- a. If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- b. The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

3.20 PROPOSAL SECURITY AND PERFORMANCE BONDS

- a. **Bid Bond** - the Consultant Company awarded the contract for the project must provide a Proposal Bond in the amount not less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.
- b. **Payment Bond** - the Consultants Company awarded the contract for the project must provide a Payment Bond in the amount equal to one hundred percent (100%) of the Consultant Price prior to the execution of the Contract.
- c. **Performance Bond – Consultants** Company awarded the contract for the project must provide a Performance Bond in the amount equal to one hundred percent (100%) of the Consultant Price prior to the execution of the Contract.

3.21 RFP SUBMITTALS

See all specifications, **Evaluation Criteria and Exhibits** for the RFP, Submittal Checklist and requirements. The checklist will assist you to ensure that all submittals are included in your proposal. Ensuring that submittals are complete is solely the responsibility of the proposer/bidder. Failure to submit all submittals may deem your proposal non-responsive.

3.22 PRESENTATIONS / DEMONSTRATIONS / INTERVIEWS (WHEN APPLICABLE)

The City reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the City reserves the right to negotiate with the second highest ranked Contractor. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.

The EC may provide a list of subject matter for the discussion. The individuals / firms will have equal time to present but the question-and-answer time may vary. Proposers /

Providers may be requested to demonstrate the nature of their offered solution to the EC. After receipt of submittals, all firms will receive a description of, and arrangements for, the desired demonstration. A copy of the demonstration (hard copy, DVD, CD or a combination of both) should be given to the Purchasing Agent at the meeting to retain in the Purchasing files.

3.23 CITY'S TAX EXEMPTION

The City of Stockbridge is exempt from Federal Excise Tax or Georgia Sales Tax regarding goods and services purchased directly by the City of Stockbridge. Exemption certificates furnished upon request.

3.24 AWARD OF CONTRACT

- a. The City of Stockbridge desires to complete the award process in a timely manner. The City of Stockbridge reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the City with price and other factors considered. The City of Stockbridge may elect to waive any technicalities. The proposal will be awarded to the lowest responsive, responsible or highest scored proposer(s), based upon the qualification requirements herein. The proposal specifications and results will be available on the City's web site: <https://www.cityofstockbridge.com/bids.aspx?id=4375&catid=26> and the Georgia Procurement Registry.
- b. City of Stockbridge reserves the right to reject any proposal if the evidence submitted by or investigation of the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on their proposal, an award may be made to the next low responsive and responsible proposer or highest scored proposer(s).
- c. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents.

Responsibility - The determination of the proposer's responsibility will be made by the City based on whether the proposer meets the following minimum standard requirements:

- Relevant knowledge, experience and qualifications of firm and team members.
- Proposed methodology and work plan to be used in the process.
- Understanding of the project and overall completeness of submission.
- Experience on similar projects/References
- The ability, capacity and skill of the Bidder to perform and/or provide the Work required.

- The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that he/she is properly qualified to carry out the obligations of any Contract that is made from this award.
- Has adequate financial means to meet obligations incidental to the work; and
- Such other factors as the City deem to be pertinent to either the bid or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the City based on a consideration of whether the proposer has submitted complete proposal Documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

- d. The City is subject to making records available for disclosure after the City of Stockbridge approval of the recommendation. The award shall be made by the City Council of Stockbridge unless the lowest, qualified bid is less than the City Councils' approval limit. No claim shall be made by the selected Contractor for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated or the proposal project.

3.25 NEGOTIATION AND AWARD

It is the City's intent to conduct the first negotiation meeting no later than thirty (30) days after City Council approval of the final ranking by the Committee. At least one (1) of the representatives for the firm participating in negotiations with the City must be authorized to bind the firm. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the firm) an impasse will be declared and negotiations with the first-ranked firm will cease. Negotiations will begin with the next ranked firm. This process shall continue until the City successfully negotiates a Contract.

3.26 CONTROLLING LAW, VENUE

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Stockbridge, Georgia. This Agreement shall be governed by the applicable laws of the City of Stockbridge and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the City of Henry Judicial Courts.

3.27 CONTRACTOR AS INDEPENDENT CONTRACTOR

In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of City. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

3.28 ASSIGNMENT

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of the City of Stockbridge.

3.29 PERFORMANCE OF CONTRACT

- a. City reserves the right to enforce the Contractor's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the proposer's performance.
- b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- d. The Contractor accepts the relationship of trust and confidence established by the award Of this proposal solicitation. The Contractor covenants with the City to utilize the Contractor's best skill, efforts and judgment in furthering the interest of the City; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

3.30 DEFAULT AND TERMINATION

a. Termination by Contractor

The agreement resulting from this proposal shall be subject to termination by Contractor In the event of any one or more of the following events:

The default by City in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of City to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Contractor to remedy the same.

b. Termination by City

The agreement resulting from this proposal shall be subject to termination by the City at any time in the opinion of the City; the contractor fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Contractor to remedy, or undertake to remedy with sufficient forces and to the City's reasonable satisfaction, the City shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Contractor fails to remedy such conditions within thirty (30) days to the satisfaction of the City, the City may exercise their option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the City.
- (2) Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Contractors' failure to conduct services according to the approved proposal specifications.
- (4) Contractors' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Contractor's performance of the contract is unmeasurably delayed.
- (6) Should the successful Proposer fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the City reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.
- (7) The Contractor agrees by its proposal submission that the City's decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this proposal, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause

over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such ability with all reasonable dispatch.

d. Waiver

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

3.31 INVOICES

Invoices and/or statements should not be faxed but originals must be mailed directly to:

**City of Stockbridge, City Hall
Finance Department Accounts Payable
4640 N. Henry Boulevard
Stockbridge, GA 30281**

3.32 PAYMENT

Payment shall be tendered to the successful Proposer upon acceptance and approval by The City for satisfactory compliance with the general terms, conditions and specifications of the proposal, by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted, and receipt of a valid invoice.

3.33 BID BOND AND INSURANCE RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in the attached Risk Management form in this RFP. Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance (“COI”) with policy limits equal to or greater than the limits outlined in **EXHIBIT I, II AND III– DETAILED SCOPE OF SERVICES**.

Proof of insurance must be provided to the City prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.

3.34 PUBLIC RECORDS DISCLOSURE:

All solicitations submitted to the City are subject to public disclosure pursuant to Georgia's Open Records Act.

3.35 PAYMENT

Invoices for payment will be submitted as services are completed, but no more than once a month, for the duration of the Contract. Invoices will be subject to verifications and approval by the Requesting Department. Payment will be based on receipt of individually completed check lists and upon inspection by the City's Authorized Representative of the work / services performed.

3.36 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

3.37 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City.

3.38 PRICE VALIDITY

Prices provided in this Request For Proposal (RFP) are valid for 120 days from the time of the RFP opening. The City shall award contract within this period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded. Successful proposer awarded shall ensure that proper and sufficient staff, equipment, organization, etc. will be provided for this contract to meet the specifications denoted herein at a paramount level.

BID FORM SIGNATURE(S)

The Corporate Seal of

_____ (Bidder - print the full name of your firm)
was hereunto affixed in the presence of:

(Authorized signing officer, Title)

(Seal)

(Authorized signing officer, Title)

IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

INSURANCE AND RISK MANAGEMENT PROVISIONS

RFP No. 2020-0027 PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES – A copy of the Contractor’s current evidence of insurance via a certificate of insurance **MUST** be provided with the response to this RFP. A formal certificate shall be provided upon announcement that the selected Architect/Engineering firm has been awarded the work

It is The City of Stockbridge Government’s practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by The City of Stockbridge Government. Respondents shall submit with the Bid evidence of insurability satisfactory to The City of Stockbridge Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to The City of Stockbridge Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of The City of Stockbridge Government.

Accordingly, the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	By Accident	Each Accident	\$1,000,000
Employer's Liability Insurance	By Disease	Policy Limit	\$1,000,000
Employer's Liability Insurance	By Disease	Each Employee	\$1,000,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
(Other than Products/Completed Operations)	Aggregate	\$3,000,000

Products\Completed Operation	Aggregate	\$1,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damages to Premises Rented to You	Limits	\$ 300,000
Medical Payments for Participants	Limits	\$25,000

*CGL - No Exclusion for Abuse, Molestation, Harassment, Sexual Abuse/Conduct Allegations**

BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits	Each Occurrence	\$1,000,000
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(Including operation of non-owned, owned, and hired automobiles).

3. UMBRELLA LIABILITY

(In excess of the above noted coverages) Each Occurrence \$1,000,000

Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to The City of Stockbridge Government. Policies and Certificates of Insurance are to list The City of Stockbridge Government as an Additional Insured (except for Workers' Compensation and Professional Liability) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed operations, using ISO form CG 2010 (11/85 version) or equivalent.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

If the City of Stockbridge Government shall so request, the Respondent, Contractor must furnish the City for its inspection and approval such policies of insurance with all endorsements or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the "Certificate Holder" as follows:

City of Stockbridge Government
Procurement Division
4640 N. Henry Boulevard
Stockbridge, Georgia 30281

Certificates **must** list Project Name (where applicable). **Important:**

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of The City of Stockbridge Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect The City of Stockbridge Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall always erect and properly maintain as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, The City of Stockbridge Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent of the Law, Contractor hereby agrees to release, indemnify, defend and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor, its directors, officers, employees, Sub-Contractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor further agrees to protect, defend, indemnify and hold harmless Stockbridge City, its Commissioners, officers, employees, Sub-Contractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CONTRACTOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

**EXHIBIT VI
REFERENCE VERIFICATION FORM**

SOLICITATION NUMBER: RFP NO. 2020-0027

SOLICITATION TITLE: **PROFESSIONAL PERMITTING AND BUILDING
INSPECTION SERVICES**

PROPOSING FIRM (List name exactly as provided in proposal):

Date of Verification:

Reference Organization:

Project Verified (Include the Project Name / Title and a brief description of the Project):

Person Contacted:

Title of Contact:

Telephone Number including extension:

Email Address:

Questions Yes No

1. Were you satisfied with the Company/Organization's overall performance?
2. Did the firm adhere to the scope of work and bid requirement?
3. did the firm provide deliverables as agreed upon?
4. Would you engage this firm again?

Additional comments provided by Proposer's contact:

Signature Date

EXHIBIT V
REQUIRED CERTIFICATIONS/ATTACHMENTS
REQUEST FOR PROPOSALS. 2020-0027
Checklist

To be deemed responsive to this solicitation, Proposers must provide the information requested and, where applicable, complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Bid Forms. As appropriate, Proposers shall reproduce each Bid Form and complete the appropriate portions of the forms provided in this section.

Proposer Requirements	Proposer Completed
1. One (1) hard copy of Proposal marked 'Original', and five (5) copies on CD/Thumb Drive	☐
2. Technical Proposal	☐
3. Acknowledgement of each Addendum	☐
4. Financial and Litigation Requirements	☐
5. Reference Verification Form	☐
6. Required Certifications and Attachments ☐ Form 1: Non-Collusion Bidding Certificate ☐ Form 2: Non-Collusion Affidavit of Sub-Contractor. ☐ Form 3: Certificate Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions. ☐ Form 4: Ineligibility Certificate. ☐ Form 5: Certification of a Drug-Free Workplace. ☐ Form 6: Conflict of Interest & Prohibition Against Contingent Fees Certification. ☐ Form 7: Affidavit Verifying Status for City Public Benefit Application ☐ Form 8: Certification Regarding Lobbying. ☐ Form 9: Bid Submittal Letter. ☐ Form 10: Georgia Security and Immigration Contractor Affidavit/Agreement. ☐ Form 11: Georgia Security and Immigration Sub-Contractor Affidavit. ☐ Form 12: Certificate of Acceptance of a Solicitation Requirements ☐ Attachment 1: Addendum Acknowledgement Form	☐

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as principal in the within bond; that _____, who Signed the said bond of said corporation: that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.

SECRETARY

(CORPORATE SEAL)

SURETY

(SEAL)

BY _____

FORM 1

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 2

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____ City of _____, being first
duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or
agent) of _____, the sub-contractor that has submitted the attached
solicitation.

(2) He is fully informed respecting the preparation and contents of the attached solicitation and of all
pertinent circumstances respecting such solicitation.

(3) Such solicitation is genuine and is not a collusive or sham solicitation.

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived
or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham
solicitation in connection with the Contract for which the attached solicitation has been submitted or
refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly,
sought by agreement or collusion or communication or conference with any other Vendor, firm or
person to fix the price or prices in the attached solicitation or of any other Vendor, or to fix any
overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or
to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against
City of Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached solicitation are fair and proper and are not tainted by any
collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its
agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date) _____

FORM 3

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS**

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The Proposer, _____, certifies to the best of its knowledge and that it and its principals: _____ belief,

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
2. Have not within a three-year period preceding this Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Bid.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 U.S.C. Sections 3801 Et Seq., are applicable thereto.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

Witness

FORM 4

INELIGIBILITY CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of

_____, and it is also whose address is

_____, certifies that the

Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 5

CERTIFICATION OF DRUG-FREE WORKPLACE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and it is also whose address is _____, certifies that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-Free Workplace Act” have been complied in full; and
2. A drug-free workplace will be provided for the consultant’s employees during the performance of the Contract; and
3. Each Sub-Contractor hired by the consultant shall be required to ensure that the Sub-Contractor’s employees are provided a drug-free workplace. The Consultant shall secure from that Sub-Contractor the following written certification: “As part of the Sub-Contracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the Sub-Contractor’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 the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 6

**CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST
CONTINGENT FEES CERTIFICATION**

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____, and, it is
also, whose address is _____, certifies that to the best
of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing
services for City of Stockbridge.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

FORM 7

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia Business License or Occupational Tax Certificate, Alcohol License, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Stockbridge license/permit and/or contract for:

Name of Applicant

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Code Section 16-10-20.

Signature of Applicant: _____

Date: _____

Printed Name: _____

*Alien Registration number for non-citizens:

****PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT.**

Subscribed and Sworn Before Me on this the ____ Day of _____, 2018.

Notary Public: _____

My Commission Expires: _____

*Note: O.C.G.A. Section 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

FORM 8
CERTIFICATION REGARDING LOBBYING

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Local, State or Federal agency, in connection with the awarding of any contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.
2. The undersigned shall require that the language of this certification be included in the award documentations for sub-awards at all tiers (including Sub-Contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such expenditure or failure.]

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: _____

Name and Title of Contractor Authorized Agent: _____

Date: _____ Telephone No: _____

Firm or Company Name: _____

Address: _____

FORM 9

BID SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned, _____, hereby submits its Bid to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Bid submitted by the undersigned shall be binding upon the undersigned and that if City of Stockbridge, Georgia, awards the Contract to the undersigned, the Bid made by the undersigned and delivered to City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the bid including, but not limited to, the bid Scope of Work, Solicitation instructions and Conditions, the Contract Provisions and the Contractor's Cost Bid, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Bid Submittal Letter this _____ day of _____, 2018

By

Title

Sworn to and subscribed before me the _____ day of _____, 2018.
Notary Public

My Commission Expires:

Date

STATE OF GEORGIA

CITY OF STOCKBRIDGE

FORM 10: GEORGIA SECURITY AND IMMIGRATION 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 engaged in the physical performance of services¹ under a contract with **[insert name of prime contractor]** on behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,² 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 Sub-Contractor(s) in connection with the physical performance of services to this contract with **The City of Stockbridge Government**, contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub-Contractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to **The City of Stockbridge Government** at the time the Sub-Contractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual. *[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].

STATE OF GEORGIA
CITY OF STOCKBRIDGE

FORM 11

GEORGIA SECURITY AND IMMIGRATION SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-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 services³ under a contract with **[insert name of prime contractor]** _____ behalf of **The City of Stockbridge Government** has registered with and is participating in a federal work authorization program*,⁴ 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 of Agent
(Insert Sub-Contractor Name)

Title of Authorized Officer or Agent of Sub-Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

City: _____

Commission Expires: _____

3O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Stockbridge City) using a bidding process (e.g., ITB, RFP, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual. 4*[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].

FORM 12

CERTIFICATE OF ACCEPTANCE OF A SOLICITATION REQUIREMENTS

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages #_____ to # _____ inclusive, including any addenda # _____ to # _____ exhibit(s) #_____ to #_____ , attachment(s) #_____ to #_____ , and/or appendices #_____ to #_____, in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto. This is also to certify that the offeror has reviewed the form Stockbridge City contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Stockbridge City's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: _____

Signature: _____

Name: _____

Title: Date: _____

(Affix Corporate Seal)

ATTACHMENT 1

ADDENDUM ACKNOWLEDGMENT FORM

NOTE: IF ADDENDUMS HAVE BEEN ISSUED, RESPONDENTS SHALL COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR PROPOSAL. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.

ADDENDA ACKNOWLEDGMENT: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ Dated: _____

Addendum #: _____ Dated: _____

Addendum #: _____ Dated: _____

Addendum #: _____ Dated: _____

Addendum #: _____ Dated: _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ Date: _____

ATTACHMENT 2
REQUEST FOR PROPOSALS. NO. 2020-0027
PROFESSIONAL PERMITTING AND BUILDING INSPECTION SERVICES
GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: _____

Performing work as: Prime Contractor ____ Sub-Contractor ____

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct, and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

**SEALED RFP LABEL
PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE**

SEALED RFP ENCLOSED

DELIVER TO:

City of Stockbridge Purchasing Division
Attn: Purchasing Manager
4640 North Henry Boulevard
Stockbridge, Georgia 30281

REQUEST FOR PROPOSALS. 2020-0027

DATE: Thursday, February 18, 2021

RFP MUST BE RECEIVED BEFORE 3:00 PM

DESCRIPTION:

PROFESSIONAL PERMITTING AND BUILDING SERVICES

All bids must be Mailed Only to the City at the address listed in the bid.

**Proposer should obtain tracking receipt and provide proof of the receipt
via email within 3 days after bid opening date.**



Procurement Division
Scoring Sheet Evaluation Committee Meeting
RFP No. 2020-0027 – Professional Permitting and Building Inspection
March 16, 2021

Proposer – Organization Name	John Wiggins	Demetries Wells	Decius Aaron	Alan Peterson	Total Points	Ranking
Charles Abbott Associates, LLC	73	67	65	45	250	2
NOVA Engineering & Environmental, LLC	74	61	53	55	243	3
SAFEbuilt Georgia, LLC	72	58	64	65	259	1

RFP NO:	2020-0027		Date Advertised:		12/24/20	
Title:	Professional Permitting and Building Services		Date Opened:		3/4/21	
Agency:	City Administration		Number of Responses Received:		3	
Project Manager:	Randy Knighton					
Responder(s)		Address	City	State - Country Zone	Zip	
Charles Abbott Associates, Inc.		100 Hartsfield Centre Parkway, STE 500	Atlanta	Georgia	30354	
NOVA Engineering and Environmental, LLC		3900 Kennesaw 75 Parkway, STE 100	Kennesaw	Georgia	30144	
SAFEbuilt Georgia, LLC		2635 Talley St.	Decatur	Georgia	30030	
COMMENTS:			Date Created:		3/8/21	
			Date Updated:			

**SERVICE AGREEMENT
BY AND BETWEEN
SAFEUILT GEORGIA, LLC
AND
THE CITY OF STOCKBRIDGE, GEORGIA**

This Agreement ("Agreement") is made and entered into this ____ day of April 2021, by and between SAFEuilt Georgia, LLC. (hereinafter, "CONTRACTOR"), and the City of Stockbridge, Georgia (hereinafter, "City") (CONTRACTOR and City sometimes referred to herein as "Parties").

W I T N E S S E T H:

WHEREAS, City desires to engage the services of CONTRACTOR to perform for City services for professional permitting and building inspection services pursuant to City RFP No. 2020-0027 (the "Project"); and

NOW, THEREFORE, in consideration of the promises and mutual agreements herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **Term and Termination.** This Agreement shall be for one (1) year, commencing on the date of execution stated above, and the City shall have the option to renew for four (4), one (1) year periods, with such option being in the City's sole discretion. If the City desires to exercise the option stated herein, the City shall provide thirty (30) days advance written notice to the Contractor of the City's intent to exercise the option. The provisions of Section 2(c) and the RFP shall specifically survive the termination or expiration of this Agreement. The City may terminate this Agreement at any time for any reason with thirty (30) days advance written notice.

2. **Services.**

(a) Subject to the terms and conditions set forth in this Agreement, City hereby retains CONTRACTOR to provide the services set forth in the "Scope of Work" and related proposals submitted in response to City RFP No. 2020-0027. The Scope of Work is attached hereto as Exhibit A. The RFP, including all terms and conditions stated therein, the CONTRACTOR'S proposal(s), and any amendments to the RFP are all incorporated herein by reference and made a part of this Contract.

(b) The standard of care applicable to CONTRACTOR's services will be the degree of skill and diligence normally employed by professional contractors performing the same or similar services at the time said services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation. CONTRACTOR warrants that any services it conducts will be adequate and sufficient to accomplish the purposes for which they are performed, and no review or approval thereof by the City shall be deemed to diminish this warranty in any way.

(c) CONTRACTOR shall indemnify and hold harmless the City and its agents and employees (i) from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Project, provided that any such claim, damage, loss, expense or attorney's fees is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, all to the extent caused by any negligent act or omission of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not the negligent act is caused in part by a party indemnified hereunder and (ii) from the inadequacy of the Services performed by CONTRACTOR or anyone for whom CONTRACTOR is responsible. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Clause. In any and all claims against the City or any of its agents or employees, by any employee of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation set forth in this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any Subcontractor under workers' or workman's compensation acts, disability benefit acts or other employee benefit acts.

(d) EXCEPT WITH RESPECT TO PAYMENT OBLIGATIONS, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR OTHER INDIRECT DAMAGES, INCLUDING LOST PROFITS AND LOST REVENUE, EVEN IF ADVISED OF THE RISK OF SUCH DAMAGES AND EVEN IF THE REMAINING REMEDIES FAIL OF THEIR ESSENTIAL PURPOSE.

3. **Compensation.** CONTRACTOR shall receive compensation from the City as set forth in the attached Exhibit B.

4. **Miscellaneous.**

(a) This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

(b) CONTRACTOR may not assign this Agreement, in whole or in part, without the prior written consent of City. City may assign this Agreement, in whole or in part, without the prior consent of CONTRACTOR; however, City shall provide CONTRACTOR with prior written notice of any such assignment.

(c) This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

(d) The headings contained herein are for the convenience of the parties only and shall not be interpreted to limit or affect in any way the meaning of the language contained in this Agreement.

(e) This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Agreement. Any signature page of any such counterpart, or any electronic facsimile thereof, may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement, and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such party.

(f) If any provision of this Agreement shall be held void, voidable, invalid or inoperative, no other provision of this Agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this Agreement shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein. If any of the provisions of this Agreement shall be declared unenforceable as to certain parties, then the performance of said provision shall be excused by the parties hereto and the remaining provisions of this Agreement shall remain in full force and effect.

(g) This Agreement, including all exhibits hereto (which are incorporated herein by this reference), contains the entire agreement and understanding concerning the subject matter hereof between the parties hereto. No waiver, termination or discharge of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party hereto unless confirmed in writing. This Agreement may not be modified or amended, except by a writing executed by both parties hereto. No waiver by either party hereto of any term or provision of this Agreement or of any default hereunder shall affect such party's rights thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

(h) CONTRACTOR shall at all times maintain sufficient liability insurance and payment and performance bonds to cover their services under this Agreement.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties intending to be legally bound hereby, have executed this Agreement as of the date first above written.

SAFEbuilt Georgia, LLC.

By: _____

CITY OF STOCKBRIDGE, GEORGIA

By:_____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Exhibit A

Exhibit B

**STATE OF GEORGIA
HENRYCOUNTY
CITY OF STOCKBRIDGE**

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA ESTABLISHING A MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR CERTAIN BUSINESSES IN THE CITY; TO REPEAL CONFLICTING RESOLUTIONS; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN ADOPTION DATE AND EFFECTIVE DATE; TO PROVIDE A PENALTY; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge has been vested with substantial powers, rights and functions to generally regulate the practice, conduct or use of property for the purposes of maintaining health, morals, safety, security, peace, and the general welfare of the City of Stockbridge; and

WHEREAS, Georgia law recognizes that local governments may impose moratoria on zoning decisions, building permits, and other development approvals where exigent circumstances warrant the same, pursuant to case law found at *City of Roswell et al v. Outdoor Systems, Inc.*, 274 Ga. 130, 549 S.E.2d 90 (2001); *Lawson v. Macon*, 214 Ga. 278, 104 S.E.2d 425 (1958); *Taylor v. Shetzen*, 212 Ga. 101, 90 S.E.2d 572 (1955); and

WHEREAS, the Courts take judicial notice of a local government's inherent ability to impose moratoria on an emergency basis; and

WHEREAS, the Georgia Supreme Court, in the case of *DeKalb County v. Townsend*, 243 Ga. 80 (1979), held that, "To justify a moratorium, it must appear first, that the interests of the

public generally, as distinguished from those of a particular class, require such interference; and second, that the means are reasonably necessary for the accomplishment of the purpose, and not unduly oppressive upon individuals." The City of Stockbridge has found that the interests of the public necessitate the enactment of a moratorium for health, safety, morals and general welfare purposes by means which are reasonable and not unduly oppressive; and

WHEREAS, the Mayor and Council of the City of Stockbridge have, as a part of planning, zoning and growth management, been in review of the City's Zoning Ordinances and have been studying the City's best estimates and projections of the type of development which could be anticipated within the City of Stockbridge; and

WHEREAS, the Mayor and Council deem it important to develop a comprehensive plan which integrates all of these concerns and therefore considers this moratorium a proper exercise of its police powers; and

WHEREAS, the Mayor and Council therefore consider it paramount that land use regulation continue in the most orderly and predictable fashion with the least amount of disturbance to landowners and to the citizens of the City of Stockbridge. The Mayor and Council have always had a strong interest in growth management so as to promote the traditional police power goals of health, safety, morals, aesthetics and the general welfare of the community; and in particular the lessening of congestion on City streets, security of the public from crime and other dangers, promotion of health and general welfare of its citizens, protection of the aesthetic qualities of the City including access to air and light, and facilitation of the adequate provision of transportation and other public requirements; and

WHEREAS, it is the belief of the Mayor and Council of the City of Stockbridge that the concept of "public welfare" is broad and inclusive; that the values it represents are spiritual as well as physical, aesthetic as well as monetary; and that it is within the power of the City "to determine that a community should be beautiful as well as healthy, spacious as well as clean, well balanced as well as carefully patrolled," *Berman v. Parker*, 348 U.S. 26, 75 S.Ct. 98 (1954); *Kelo v. City of New London*, 545 U.S. 469, 125 S. Ct. 2655, 162 L. Ed. 2d 439 (2005). It is also the opinion of the City that "general welfare" includes the valid public objectives of aesthetics, conservation of the value of existing lands and buildings within the City, making the most appropriate use of resources, preserving neighborhood characteristics, enhancing and protecting the economic well-being of the community, facilitating adequate provision of public services, and the preservation of the resources of the City; and

WHEREAS, the Mayor and Council are, and have been interested in, developing a cohesive and coherent policy regarding certain uses in the City, and have intended to promote community development through stability, predictability and balanced growth which will further the prosperity of the City as a whole; and

NOW THEREFORE be it resolved by the Mayor and Council of the City of Stockbridge and by the authority of the same:

SECTION I.

FINDINGS OF FACT

The Mayor and Council of the City of Stockbridge hereby make the following findings of fact:

(a) It appears that the City's development ordinances, Zoning Ordinance and/or Comprehensive Land Use Plan require an additional review by the City of Stockbridge as they relate to certain businesses;

(b) Substantial disorder, detriment and irreparable harm would result to the citizens, businesses and City of Stockbridge if the current land use regulation scheme in and for the above described use in the City were to be utilized by property owners prior to a more thorough review;

(c) The City's ongoing revision of its code, comprehensive plan and zoning ordinances requires that a limited cessation of development and building permits, occupation tax permits, and other licenses, permits or variances, with respect to the above described use, be enacted;

(d) It is necessary and in the public interest to delay, for a reasonable period of time, the processing of any applications for such developments, to ensure that the design, development and location of the same are consistent with the long-term planning objectives of the City; and

(e) That the Georgia Supreme Court has ruled that limited moratoria are reasonable and do not constitute land use when such moratoria are applied throughout the City under *City of Roswell et al v. Outdoor Systems Inc.*, 274 Ga. 130, 549 S.E.2d 90 (2001)

SECTION II.

IMPOSITION OF MORATORIUM

(1) There is hereby established a moratorium on the establishment of the following types of businesses and the acceptance by the staff of the City of Stockbridge of applications for any of the following types of businesses:

- Hookah bars and/or lounges
- Cigar bars and/or lounges

(2) The duration of this extended moratorium shall be until the City adopts a revision of the City Code of the City of Stockbridge related to the above referenced uses or until **180 days** has elapsed, whichever first occurs;

(3) This moratorium shall be effective as of the date of adoption of this Resolution;

(4) This moratorium shall have no effect upon approvals or permits previously issued or as to development plans previously approved by the City. The provisions of this Resolution shall not affect the issuance of permits or site plan reviews that have received preliminary or final approval by the City or for which consultations have been had with the City staff on or before the effective date of this Resolution;

(5) As of the effective date of this Resolution, no applications for development or permits for the above described uses will be accepted by any agent, employee or officer of the City with respect to any property in the City of Stockbridge, and any permit so accepted for filing will be deemed in error, null and void and of no effect whatsoever and shall constitute no assurance whatsoever of any right to engage in any act, and any action in reliance on any such permit shall be unreasonable;

(6) The following procedures shall be put in place immediately. Under *Cannon v. Clayton County*, 255 Ga. 63, 335 S.E.2d 294 (1985); *Meeks v. City of Buford*, 275 Ga. 585, 571 S.E.2d 369 (2002); *City of Duluth v. Riverbroke Props.*, 233 Ga. App. 46, 502 S.E.2d 806 (1998), the Supreme Court stated, "Where a landowner makes a substantial change in position by expenditures and reliance on the probability of the issuance of a building permit, based upon an existing zoning ordinance and the assurances of zoning officials, he acquires vested rights and is entitled to have the permit issued despite a change in the zoning ordinance which would otherwise preclude the issuance of a permit." Pursuant to this case, the City of Stockbridge recognizes that, unknown to the City, de facto vesting may have occurred. The following procedures are established to provide exemptions from the moratorium where vesting has occurred:

A written application, including verified supporting data, documents and facts, may be made requesting a review by the Mayor and Council at a scheduled meeting of any facts or circumstances which the applicant feels substantiates a claim for vesting and the grant of an exemption.

SECTION III.

EXEMPTION

(1) During the term of this moratorium, any person may file an application for exemption from this moratorium with the Mayor and Council. The Mayor and Council may grant such exemption where the proposed establishment(s) is/are deemed to be in conformity with the proposed development ordinances, proposed Zoning Ordinance and/or the proposed Comprehensive Land Use Plan that are to be considered during the term of this moratorium. The Mayor and Council shall consider the general terms of the proposed development, the proposed

use, the proposed development plans, the benefits of the proposed development to the City, and the comprehensive land use plan for the City in deciding upon a requested exemption.

(2) Should the Mayor and Council grant such exemption, the staff of the City of Stockbridge may an application for the proposed use. However, the grant of an exemption from this moratorium in no way confers any rights upon the applicant or the exempted plans, applications or requests.

(3) Any exemption granted by the Mayor and Council shall not constitute final approval of such plans or requests by the City. Any granted exemption shall merely grant the City staff the ability to accept and process the subject application in accordance with all City laws.

SECTION IV.

(a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Chapter is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise

unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION V.

All Resolutions or parts of Resolutions in conflict with this Resolution are, to the extent of such conflict, hereby repealed.

SECTION VI.

The preamble of this Resolution shall be considered to be and is hereby incorporated by reference as if fully set out herein.

[SIGNATURES ON FOLLOWING PAGE]

RESOLVED this 12th day of April 2021.

CITY OF STOCKBRIDGE, GEORGIA

Anthony S. Ford, Mayor

ATTEST:

Vanessa Holiday, City Clerk

APPROVED AS TO FORM:

Quinton G. Washington, City Attorney



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board, Committee or Commission expects from me?
- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Mark Glenn

Occupation: It Analyst Employer: Kaiser Permanente

Home Address: 199 Eagles Club Dr City: Stockbridge Zip: 30281

Home Phone: [REDACTED] Home E-Mail: [REDACTED]

Work Phone: [REDACTED] Work E-Mail: [REDACTED]

Cell Phone: [REDACTED] Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Zoning advisory board
If applying for the Main Street Advisory Board, which position? _____
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 1 Years 1 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

N/A

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

n/a

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I want to help make prudent decisions for my community.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

The Development Authority

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.


Key: 37200d4b5f7272304b43274d091e00

Mark Glenn

11/05/2019

Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



MARK D GLENN

199 Eagles Club Dr. Stockbridge, Ga. 30281

Summary:

An experienced leader looking to use education, technical skills, and military background in an environment that challenges me daily, allows work/life balance, allows opportunity for myself, and to give opportunities to others.

Experience:

- 2017-Current

Kaiser Permanente IT – Lead IT support analyst

Lead team and developed personnel while focusing on individual and team goals. Delegated tasks within the department and within committees and projects. Identified areas of opportunity to create better outcomes. Created/developed SOP for training, call handling, and VIP ticket handling. Built lasting relationships with other teams and departments through Subject Matter Expert meetings. Coaching team members. Taking escalated calls from technicians. Met goals by utilizing resources, personnel, tools, knowledge, creating and executing plans that capitalize on strengths and minimizing weaknesses. Collaborated with stakeholders to resolve complex issues. Supported and assisted with the execution of disaster recovery and business continuity process and events. Appointed communications chair for Kaiser Permanente Business Resource Group. Assisting in planning events and projects for BRG. Managed budget by limiting spending and approving all expenses. Provided feedback to employees to develop better support tactics and communicated results to leadership. Assisted in problem resolution between teammates.

- 2016-2017

Kaiser Permanente IT – desktop support technician

Promoted to assist in starting new office in Atlanta, Ga. For tier 2/3 phone based support. Developed training, coached peers, provided technical support for healthcare staff including executives and doctors. Travelled to assist in migration to O365. Created documents for trouble shooting, best practices, SOP. Acted as escalation point for junior staff.

- 2008-2016

Kaiser Permanente IT – desktop support analyst

Promoted to tier 2/3 support after demonstrating superior trouble-shooting techniques, attention to detail, knowledge, skills and abilities. Provided phone based support to healthcare organization. Provided technical solutions to software and hardware issues. Used resources to find common solutions to escalated problems sent from tier 1. Achieved IBM Notes Administrator certificate. Trained to support blackberries, IOS devices, palm pilots and other mobile devices. Awarded employee of the month. Developed skills and knowledge while adding

solutions to public knowledge base. Maintained high resolution rate and high customer satisfaction scores.

- 2005-2008

Kaiser Permanente IT – service desk analyst

Provided phone based support in healthcare environment to staff, including executives and doctors. Reset passwords. Triaged and properly routed calls to specialty support based on related topics. Followed instruction of leadership in trouble-shooting and resolving complex issues. Maintained high availability, resolution rate, and customer service scores.

- 2012-2016

High Desert Lodge #107- As a member of the most worshipful Prince Hall Free and Accepted Masonic lodge #107 of the district of California I created and developed a website and established a social media presence. As well as created a newsletter (Editor in Chief) and established an editorial team. Volunteered in community fundraising, community outreach like the in-school mentoring program called Each One Reach One. Developed a video media message on the benefits of the mentoring program to disburse internally and externally. Volunteered in the maintenance of the grounds and building. Elected as a principle officer to serve the needs of the lodge located in Victorville, California.

- 2003-2004

SysTechnologies – Contracted member of team supporting Navy/Marine Corps Intranet (NMCI) Maintained helpdesk in call center environment in support of over two thousand seats. Issued Remedy tickets to support staff of seven dependent upon: issue, priority, service level agreement, and availability. Resolved customer issues over the phone and by email as the only helpdesk tech. Resolved connectivity, software, account, virus threats, spyware, hardware, cabling, and transition issues. Created and modified user accounts for Windows 2k, using active directory, and Exchange 5.5. Resolved exchange account issues. Used remote tools to resolve complex issues. Completed work request with follow-up calls and emails ensuring customer satisfaction and documenting procedure. Designed and implemented standard operating procedure for helpdesk during transition to Navy Marine Corps Intranet. Maintained 98% Service level agreements on-time completion/resolution. Managed/trained helpdesk personnel.

Education:

- Computer education institute – Coursework included server administration Windows Server 2000 and Novell networks 4, A+ training and certification
- Devry Institute – coursework included Information technology management and support
- US Army – 92A Automated logistics Specialist

Skills:

Symantec Management agent/console • Win95-10 • Remedy • ServiceNow • Lotus Notes • Active Directory • RSA • VPN • Aruba routers • O365 suite • Exchange administration • sharepoint • Box • OneDrive • Skype for business • project management • coaching and development • root cause analysis

Awards & Certificates:

Lotus notes administrator • 2016 Kaiser Permanente Subject Matter Expert (SME) of the year • Kaiser Permanente Employee of the month • Certificate of Achievement (COA) 2003 California Society of Certified Public Accountants • COA (18) 2001-2002 Teletch holdings Inc. • 2000 A+ Certificate (CEI), COA 1998 565th Maintenance Co. • COA 1996 240th Quartermaster Co • US Army Good Conduct Medal 1997 • 1996 OS service ribbon/ Nato MDL 1 Bosnia

References: (Pending verification)

- Bruce Alston – Project Mgr 1, NFS NPD-ROC Kaiser Permanente (404)852-6707
- Lonnie Whittington (714)306-4271



4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

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Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board, Committee or Commission expects from me?
- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Stanley D. Dumas

Occupation: Retired

Employer: N/A

Home Address: 496 Haven Ridge Dr.

City: Stockbridge Zip: 30281

Home Phone:

Home E-Mail: ddumas1189@comcast.net

Work Phone:

Work E-Mail:

Cell Phone:

Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

N/A

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Planning Commission
If applying for the Main Street Advisory Board, which position? N/A
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 16 Years 10 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☐ Yes ☒ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

The first four years of serving on the Zoning Advisory Board/Planning Commission has been rewarding. I would be honored to serve another term.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Board of Ethics
Downtown Development Authority
Public Facilities Authority

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge. I understand a Criminal Background Check will be completed if I am considered to go before the Mayor & Council prior to being appointed.


Stanley Dean Dumas

Signature

Stanley D. Dumas

Printed Name

03/03/2021

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



Where Community Connects

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Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board, Committee or Commission expects from me?
- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Kathleen M. Nelson

Occupation: Social Services Program Coordinator

Employer: Georgia Department of Juvenile Justice

Home Address: 222 Summer Hill Circle

City: Stockbridge

Zip: 30281

Home Phone: 

Home E-Mail: 

Work Phone: 

Work E-Mail: 

Cell Phone: 

Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

N/A

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Planning Commission
- If applying for the Main Street Advisory Board, which position? N/A
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 7 Years 10 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:
- _____
- _____
- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:
- _____
- _____
- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:
- _____

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I made the choice to move to Stockbridge so I could raise my daughter, and in retrospect, it was one of the best decisions I've ever made. I live in a nice neighborhood with an effective HOA, the trash pick-up does well to keep our area clean, and the utilities make our lives that much more comfortable. The collaboration that Stockbridge has with Henry County allows for law enforcement that makes me feel safe and a public school system that has been willing to address any issue I've had while supporting me in educating my daughter. I would like to remain on the Planning Commission to give back to the city. I would like to assist the city in making land and zoning changes that would benefit the city in a meaningful, helpful, and lasting way. I know

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☐ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Council on Aging, Board of Ethics, Historic Preservation Commission

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

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Signature

Kathleen M. Nelson

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912

Email: cityclerk@cityofstockbridge-ga.gov

Kathleen M. Nelson

SUMMARY OF QUALIFICATIONS

Administrative Functions

*Assessments/Evaluations

1. Administration
2. Report Writing
3. Analysis

*Quality Assurance Responsibilities

*Computer Technical Assistance

Supervision & Team

Leadership

- *Georgia Offenders
- *Nursing Assistants
- *Georgia Department of
Corrections Employees
 1. Counseling Staff
 2. Administrative Staff
 3. Probation Officers
 4. Security Officers

Training & Career

Development

Staff Training for Wardens,
Deputy Wardens, Chief
Counselors, and other
Management/Administrative
Staff

1. Classroom
2. Webinars
3. PowerPoint Presentations
4. Teleconferences

Human Resources

1. Recruitment
2. Hiring
3. Placement
4. Compensation
5. Benefits
6. Employee Relations
7. General Human
8. Resources Duties

PROFESSIONAL EXPERIENCE

Georgia Department of Juvenile Justice, Martha K. Glaze RYDC

Social Services Program Coordinator 3

2015 to Present

I execute advanced level social service functions which include psychosocial assessments, individual counseling sessions which address specific juvenile need areas, family support discussions, crisis intervention, therapeutic group sessions, lead and participate in multidisciplinary treatment team meetings, respond to help requests from juveniles, participate in management team duties (such as review and conduct intake screenings, produce facility reports for review, participate in management and multidisciplinary team meetings, review special incident reports, and take part in facility walk through inspections while completing necessary documentation). I also assist with special management of high risk youth, including following PREA standards, utilize suicide prevention techniques, redirect youth behaviors through positive behavior techniques and assistance with conduct sanctions, serve as a community liaison for social services, and provide discharge planning.

Molly Maid of Henry County

General Manager

2013 to 2014

I was the assistant manager for our family owned, residential cleaning service. I was over the Human Resources and Payroll Departments and completed all the assigned duties of these two units, including 1. conducting interviews and hiring, 2. training and management of the Home Service Professionals, 3. assisting with the resolution of employee and customer complaints, and 4. implementing employee retention programs, and 5. assisting with weekly payroll duties. I also assisted with Business Management duties such as supply ordering, vehicle maintenance, uniform management, account management, and accounts receivable tasks, and completed digital reports. I ensured staffing, assigned Home Service Professionals to teams and distributed assignments, created employee rewards systems, conducted team building and motivational meetings, and managed disciplinary and termination procedures. Lastly, I provided quality customer service, conducted quality performance audits, provided home estimates, and maintained weekly sales goals.

Judicial Alternatives of Georgia (J.A.G.)

Facilitator

2007 to 2012

I conducted Domestic Violence groups for men, Anger Management groups for both males and females, and Parenting groups for women. I trained new facilitators, and I was required to continue my personal education in this field of study. I was also responsible for gathering Research and creating Evidence

Kathleen M. Nelson

Writing

1. Policy Statements
2. Procedure Manuals
3. Programs of Instruction
4. User Manuals
5. Proof Reading and
6. Editing
7. Standard Operating
8. Procedures

Technology

- Mastery of Microsoft Office suite:
 - Excel
 - PowerPoint
 - Word
- Offender Management System
- Juvenile Tracking System
- Intuit Payroll

SUMMARY OF INTEREST/ACTIVITIES

- Horseback Riding
- Swimming
- Reading
- Piano Playing

Based Curriculums that was effective. I utilized a multimedia, eclectic teaching style that reached a variety of cultures, specific genders, and various age groups.

Georgia Department of Corrections

Social Services Program Consultant

2007 to 2011

1. I conducted audits and reviews around Southeast Georgia for the Quality Assurance and Best Practice Standards for Counseling, Substance Abuse, Substance Dependency Programs, program referrals, and program enrollments at various state and county prisons, day reporting centers, probation offices, transitional centers, prerelease centers, probation detention centers, diversion centers, and correctional training centers, 2. wrote and revised Standard Operating Procedures, 3. distributed digital reports, 4. oversaw annual action plan meetings, 5. collaborated with external consultants in terms of program assessments, planning and administration, and 6. I conducted trainings that also included an element of Motivational Interviewing when working with challenging offenders. This all was designed to promote and monitor offender rehabilitation and reduce the risk of recidivism.

Case Manager

2000 to 2003

I worked in a male prison with inmates from the general population, as well as those inmates diagnosed with mental health issues and, or who were developmentally disabled. My work was designed to help these offenders achieve rehabilitation and reduce recidivism rates. I conducted individual self-help sessions, developed individual program plans, and facilitated psychoeducational classes and behavioral adjustments groups. I provided crisis prevention treatment, participated in offender disciplinary processes, assisted in diagnostic classification assessments, and encouraged involvement in educational and vocational training. I also served as duty officer, mediated family communications and interactions, and developed prerelease plans.

EDUCATION

Master of Science in Clinical Mental Health
Counseling and Psychology,
TROY STATE UNIVERSITY

Phenix City, AL
01/15/2005

Bachelor of Science in Psychology,
COLUMBUS STATE UNIVERSITY

Columbus, GA
06/13/1998

References furnished upon request.



Where Community Connects

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- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
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- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Robin Butler

Occupation: REALTOR Employer: Keller Williams Atlanta Perimeter

Home Address: 404 Fairhaven Ct City: Stockbridge Zip: 30281

Home Phone: () Home E-Mail: [REDACTED]

Work Phone: [REDACTED] Work E-Mail: robin.butler@kw.com

Cell Phone: [REDACTED] Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

Sia Shanel, LLC

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Downtown Development Authority
If applying for the Main Street Advisory Board, which position? _____
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 5 Years 2 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☒ Yes ☐ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I have enjoyed living in Stockbridge and believe in the economic growth of the city. It is my belief the city is properly positioned for expansion based location, affordability of homes and upcoming developments. I would like to contribute

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Council On Aging

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

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Signature

Robin Butler

Printed Name

03/15/2021

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board, Committee or Commission expects from me?
- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Samantha Samuels

Occupation: Case Manager Employer: Dekalb CSB

Home Address: 313 Waterford Landing City: McDonough Zip: 30253

Home Phone: () Home E-Mail: [REDACTED]

Work Phone: [REDACTED] Work E-Mail: [REDACTED]

Cell Phone: [REDACTED] Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Planning
- If applying for the Main Street Advisory Board, which position? _____
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 3 Years 2 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:
- _____
- _____
- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge ☐ Yes ☒ No If yes, please explain:
- _____
- _____
- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No If yes, please explain:
- _____

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

In the effort to move the city forward, I would like to be apart of the growth of the City of Stockbridge. As the city grow it is important to protect the integrity of the city by effectively planning to maintain the spirit of the city.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Downtown Development.

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge. I understand a Criminal Background Check will be completed if I am considered to go before the Mayor & Council prior to being appointed.


Samantha Samuels
[Illegible text]

Signature

Samantha Samuels

Printed Name

02/26/2021

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



RECEIVED

MAR 3 2021

BY: *[Signature]*

4640 North Henry Blvd. Stockbridge, GA 30281

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- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Askia K. Abdullah

Occupation: Retired

Employer: _____

Home Address: 1446 Wilshire Way

City: Stockbridge

Zip: 30253

Home Phone: [REDACTED]

Home E-Mail: [REDACTED]

Work Phone: [REDACTED]

Work E-Mail: [REDACTED]

Cell Phone: [REDACTED]

Preferred E-Mail:



Home



Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

None.

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Planning Commission
If applying for the Main Street Advisory Board, which position?
(see positions noted below) _____
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 7 Years 8 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I am currently serving on the Planning Commission and I would like to continue to serve the citizens of Stockbridge in this capacity.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge. I understand a Criminal Background Check will be completed if I am considered to go before the Mayor & Council prior to being appointed.

Signature



Askia K. Abdullah

Printed Name

Date

3/2/2021

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov

ASKIA K. ABDULLAH

1446 Wilshire Way
McDonough, Georgia 30253-8064



Objective: Obtain a position in which I may utilize my academic and professional experience within an environment conducive to continued professional growth and development.

Experience: Re-Election Campaign of Alderman Walter Burnett, Jr.

Campaign Manager

September 2014-April 2015

Managed day-to-day operations of the campaign and staffing. Prepared campaign materials and corresponded with the community and media. Following the consolidate Mayoral and Aldermanic Elections became regional campaign manager for the Mayor's west-side field operations.

Aldermanic Staff of Walter Burnett, Jr. 27th Ward. City of Chicago

Administrative Assistant

September 2013-August 2014

As an Administrative Assistant to the Alderman, I was responsible for conducting research on various issues of a legislative nature that impacted the community, such as zoning, community development and service matters. In addition to the aforementioned I assisted in the preparation of ordinances and committee meeting.

Cook County Recorder of Deeds Office

Chicago, Illinois 60602

Press Secretary/Director of Marketing

Dec 2002 - Dec 2012

As the Press Secretary and Director of Marketing I was responsible for writing speeches for Eugene Moore, Cook County Recorder of Deeds, issuing press releases on issues and accomplishments of the office and addressing media related questions and inquiries and marketing the office to the lay and professional communities. I represented the office at community forums and outreach events. In addition to the foregoing, I was the FMLA Coordinator, where my responsibilities included managing employee request for leave under the Family Medical Leave Act of 1993. In this position I was required to compute employee hours of work for qualification and prepare and issue authorization letters confirming their qualification in accordance with the FMLA Act. I was also responsible for addressing and attending Third Step Grievance hearing in which employees were subject to discipline per the CBA (collective bargaining agreement). This included in office hearing and responding to and appearing before the Illinois Labor Relations Board to address union complaints filed against

the Recorder of Deeds Office. Finally, I was responsible for preparing the office's quarterly performance report and preparation of the office's annual budget for submission before to the Cook County Board of Commissioners.

Cook County Board of Commissioners Chicago, Illinois 60602

Administrative Asst. to 1st District Commissioner Aug 1999 – Dec 2002

As the Administrative Assistant to the Commissioner I was responsible for reviewing the Board Agenda and preparing the Commissioner on matters of concern contained therein. I reviewed proposed ordinances and resolutions and performed legal research on those ordinances and resolutions, as well as drafting ordinances and resolutions for the Commissioner. I was also responsible day-to-day management of the office and addressing constituent concerns.

Health Smart Partners, LLC

Chicago, Illinois 60620

Senior Financial Officer

Aug 1998 – Oct 2000

As Senior Financial Officer I was responsible for day-to-day financial operations which included supervision of general accounting, payroll preparation, filling of quarterly and annual employer tax returns and preparation of company billing and review of invoices. I also negotiated company loan agreements and established internal control policies and procedures.

State of Illinois Attorney General Neil F. Hartigan Chicago, Illinois 60602

Assistant Attorney General

Jan 1990 – Apr 1991

As Asst. AG I was responsible for the day-to-day operation of the West Regional Office and staffing. We addressed Consumer Fraud Complaints concerning the purchase of major items such as automobiles and Spot Deliveries. We also addressed legal issues confronting the community and advised non-profit organization on the acquisition of tax exemption under IRC 501 (c) 3.

City of Chicago Committee on Zoning

Chicago, Illinois 60602

Chief of Staff and Legal Counsel

Oct 1986 – May 1987

As Chief of Staff and Legal Counsel of the Zoning Committee I was responsible for the day-to-day operation of the committee and staff. I advised the Committee Chairman, Alderman Danny K. Davis on proposed zoning applications and the impact the amendment would have on the community. I also researched and prepared zoning amendments for members of City Council and addressed community concerns on proposed zoning amendments.

Askia K. Abdullah, Attorney and Counselor at Law Chicago, Illinois 60651

Attorney – Sole Practitioner

May 1985 – Nov 1996

As a sole practitioner I represented parties involved in business and real estate transactions. I represented civil litigants before the Municipal and Circuit Courts

of Cook County and litigants involved in civil litigation before the U.S. District Court involving Civil Forfeitures, 1983 Civil Rights Actions, and Federal Income Taxes, both individual and businesses.

Christian Action Ministry

Chicago, Illinois 60644

Senior Staff Accountant

Aug 1980 – Jan 1982

As Senior Staff Accountant I assisted the Comptroller with the financial operations of the organization, prepared quarterly and annual financial statements and performed programmatic audits of government funded programs.

CECO

Berwyn, Illinois

Internal Auditor

May 1979 – Aug 1980

As an Internal Auditor for CECO I conducted field audits of construction operations throughout the eastern region of the U.S. I was also responsible for the implementation of the Foreign and Corrupt Practices Act as it applied to Unions and employee membership.

City of Chicago Police Department

Chicago, Illinois

Patrol Officer

Apr 1972 – May 1979

As a Patrol Officer I responded to radio assignments, including traffic violations, domestic disputes and criminal offenses. I also attended court for judicial resolution of criminal complaints.

Education: Thomas M. Cooley Law School

Lansing, Michigan

Degree: Juris Doctor (J.D.)

August 1984

Roosevelt University

Chicago, Illinois

Walter E. Heller College of Business

Degree: M.S.A. Accounting

January 1981

B.S.B.A. Business Administration

January 1979

Court Admission and Licenses:

Admitted to Illinois Supreme Court

May 1985

Admitted to U.S. District Court

June 1985

Admitted to the U.S. Tax Court

September 1985

Admitted to U.S. District Trial Bar

August 1987

Licensed Real Estate Broker

June 1985

References: Will be made available upon request.



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- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Frangela K. Merritt

Occupation: Management Professional Telecom Employer: AT&T

Home Address: 1301 Winwood Drive City: McDonough Zip: 30253

Home Phone: [REDACTED] Home E-Mail: [REDACTED]

Work Phone: [REDACTED] Work E-Mail: [REDACTED]

Cell Phone: [REDACTED] Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

Not applicable

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Planning/Planning Commissioner
- If applying for the Main Street Advisory Board, which position?
(see positions noted below) n/a
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 16 Years 2 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

n/a

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☒ Yes ☐ No If yes, please explain:

Possibly - AT&T is one of the major corporations in the telecom industry.

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

not applicable

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I have been a resident for 16 years. With my background in community service, politics, law and telecom network real estate, I strongly believe I have more to offer to my community.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Main Street Advisory Board
Development Authority
Downtown Development Authority
Public Facilities Authority

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

☒ **Background Check.** The City of Stockbridge shall complete an industry standard criminal history background check and all sound screening practices prior to a Candidate's appointment by the City Council. The Authorized User reserves the right to view the contents of a background check prior to approving the Applicant.

APPLICANT STATEMENT

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09/14/2020 14:25:46 address: 4640 North Henry Blvd
Frangela K. Merritt
City of Stockbridge

Signature

Frangela K Merritt

Printed Name

09/14/2020

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



FRANGELA MERRITT

Management Professional

PROFILE

A coding enthusiast proficient in Python with strong leadership skills, who is passionate about community and professional growth. Possess advance to expert knowledge in network real estate, civil law, airline operations, aviation operations and political campaign management.

CONTACT

PHONE

EMAIL

ASSOCIATIONS & LEADERSHIP

The NETWORK BICP, Atlanta Chapter
Board Member and Vice President
An AT&T Employee Resource Group

Obama for America
National Organizing Fellow Alumna

EDUCATION

South Carolina State University

Bachelor of Arts - Political Science, Pre-Law

Clayton College and State University

Post-Baccalaureate Certificate – Paralegal Studies

Keller Graduate School of Management at DeVry University

MBA – Master of Business Administration

MPA - Master of Public Administration

WORK EXPERIENCE

AT&T, Inc. Sr. Specialist – Network Lease ATO Tower Strategy

2013-present

Cell tower and small cell network real estate specialist for telecom company.

The Law Office of E. Noreen Banks-Ware, PC Paralegal

2009-2013

Senior level paraprofessional of law. Expertise in State level court system (civil and administrative law). Worked in a senior level capacity.

Shana M. Rooks & Associates, LLC Paralegal

2006-2009

Senior level paraprofessional of law. Expertise in State level court system, some Federal. Worked in a senior level capacity.

Delta Air Lines, Inc. ASR IV, Flight Operations

1998-2006

Began as an airport customer service agent then promoted to fleet research and development specialist.

SKILLS

6σ Green Belt Certification
Nanodegree, Data Analyst Certification
Legal Research and Writing
Notary Public for the State of Georgia



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Stockbridge, GA 30281



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- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Jerome Washington

Occupation: IT Consultant Employer: TBC INDUSTRIES

Home Address: 103 Mann Blvd City: Stockbridge, GA. Zip: Stockbridge,

Home Phone: () Home E-Mail: Tbcoperativenovations@gmail.com

Work Phone: Work E-Mail: Tbcoperativenovations@gmail.com

Cell Phone: Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable) _____

TBC CO-OPERATIVE INNOVATIONS LLC

BOARD OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? DDA

If applying for the Main Street Advisory Board, which position?
(see positions noted below) _____

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 1 Years Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

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☐ Yes ☒ No If yes, please explain:

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD OR COMMISSION APPLICATION

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Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov

From The Desk of Jerome Washington

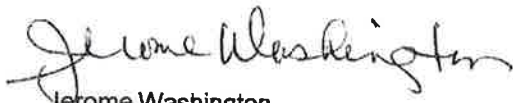
December 09, 2019

To V Holiday, City Clerk

My mission in entering my name for consideration, as I see it- is to promote the wellness and health of Stockbridge in an effort to present a positive outlook and presentation of Stockbridge. Furthermore, always advancing the interest of District (13). and supporting stakeholders and Civic Leaders in my community. Regarding my experience, which can be considered of magnitude in the Stockbridge community is exemplified by working with business start-ups, business finance, business fundraising, corporate relations, project development, working with constituents and stakeholders. Of course, as a DDA affiliate my own essential constituency will be applied completely to the growth of the City of Stockbridge and all of Henry County Georgia.

Thank you.

Sincerely,


Jerome Washington

J. Washington

Mr. Jerome Washington
 120 MLK SR Heritage Trail
 Ste. #108
 Stockbridge, GA 30281
 February 28, 2019

Here is a biography capsule of my experience:

***Jerome "The Heat" Washington (Boxer)** also referred to later as the Boxing Chef of the TBC Innovations, remembers the community of Stockbridge--never stopped fighting. (By The Champ). CEO and Founder of TBC Cooperative Innovations LLC, moved his headquarters in 2018, to Henry County in Stockbridge. He set his sights on a fantastic opportunity to utilize his Expertise in the field of Consulting in the areas of Marketing, Branding, and Promoting for one main issue of economic sustainability to the interlink of commercialization of connectivity toward the e-commerce of airports. When the City of Stockbridge was going through the possible attempt of De-annexation, TBC immediately joined in to assist the community with the fight to eliminate this unorthodox plight!

TBC Cooperative Innovations received a lead in January, 2019, from Allstate Insurance Businesswoman of the year, Mrs. Karen Mullens, referencing the Micro Rail System, Transit X! Immediate contact was made with Mike Stanley (CEO/ Founder) of Transit X to put together a team that would make it possible for this rail system to be launched with the ground breaking in Georgia. Our first meeting was held January 17, 2019, in Eagles Landing. Our affiliates coming from Lugrande Ga., Macon Ga., Henry County officials such as James Touchton, Neat Robinson, Civic Leaders of Henry County Commission such as Vivian Thomas and Jerome's guest was Thomas Rosencrants of Greystone Capital Group which is currently over the Transit X Group with Ritz Group of Georgia and backed by Home Depot (Arthur Blank, Bernie Marcus. Steve Gross (co-founders) of the Feb 1th presentation with the civic leaders. Financial groups, Jared McKinley, who is a Representative of Congressman John Lewis spoke highly of the Representative's interest and invited James Touchton (Economic Director) for Congressman Stanford Bishop, J T Williams, Simeon Nunnally (Transit X) of Henry County representing affiliates like Commissioner Bruce Holmes that support this effort of Henry County connectivity to Hartsfield. Maynard Jackson with over 100 miles out interlink.

Recently I met with Mayor Anthony Ford of Stockbridge on a 36 million injection to the county for a \$9M right of way per city, creating the greatest Transit Service that pays bond service for economic growth.

On January 23rd, another meeting was held at the Georgia Club of Midtown to introduce Transit X which Mike Stanley and Jerome made an executive decision for Thomas

Rosencrants (Greystone Capital Group), JT Williams of Stockbridge, who works with Transit X as a representative for corporate relations out of Stockbridge, a \$1.4 billion-dollar County infrastructure. The last meeting held in January 2019, the attendees were Jerome and Tom Rosencrants who met with Ritz Group (CEO Pres) offering to bring Home Depot to the table for negotiations.

The beginning of the birth of a Georgia Transit X roll out to accept for Feb 12 meeting many to conversations(?) to Mike Stanley (Transit X) approval for talks with Thomas Rosencrants, Larry White approval within one week to establish the fulfillment of a room of 40 with 44 in the room. Civic leaders, Corporate leads, Bankers, AJC Media. A very successful meeting held and turning away about 20 others. Looking forward to groundbreaking.

On Feb 21st, Jerome will be attending the Atlanta ACLU Prayer Breakfast. Keynote speaker this month will be US Ambassador Theodore Britton. He is former US Ambassador to Barbados and Grenada. He also served on both the Board of Deacons and Board of Trustees at the historic Riverside Church in NYC. He helped integrate the US Marine Corps and received the Congressional Gold medal for his service among the Montford Point Marines. He is currently the Honorary Consul General of Albania and next month will receive the Mother Teresa medallion from the President of Albania.

In submitting this timeline of events, I would like to make a request of the City of Stockbridge to issue (3) letters of Proclamation to the individuals named below:

- Ambassador Theodore R. Britton, Jr. (1925-) (**The Black Past**) (see Bio) Black History recognition) www.blackpast.org > African American History, <https://www.thehistorymakers.org/biography/honorable-theodore-britton-jr>
- Mike Stanley, Founder/CEO Micro Rail Transportation **Transit X** <https://www.verizon.com/about/our-company/humanability/mike-stanley>
- www.digitaljournal.com <https://www.futureentech.com> YouTube - May 17, 2017
- Jerome Washington, Founder/CEO TBC Cooperative Innovations, LLC
- www.investor.com/users/jerome-washington-2 www.buzzfile.com/business/Tbc-Co~Operative-Innovations-LLC-678-683-7123

*****Endorsements and Resume will be provided***

Respectfully Submitted,

Jerome Washington
TBC-Innovations, LLC





The Golden Meal of Technology

BOXER | CHEF | BUSINESSMAN

Article: "You won't believe how much dough airport eateries earn"

<http://www.indystar.com/story/news/2015/03/06/flying-high-ways-indys-airport-food-first-class/24438449/>

Jerome Washington, who is originally from Saint Louis, Missouri, is a former professional Boxer and a culinary Chef as well as Corporate Liaison. TBC CO-Operative Innovations, LLC ("The Boxing Chef" or "TBC") mission for 2018 is to create an eco-system of Blockchain connectivity to airports and to create a stronger connectivity in the cryptocurrency industry such as Bitcoins and Litecoins within interlink of an electro currency platform in a non-cash payless system. Blockchain is not just another technology; it is a strategy.

See below for exciting news on Blockchain Industry:

ARTICLE 1: https://www.blockchain.com/?gclid=CjwKCAjwo87YBR8gEiwAI1Lkqfy5Kbeg4hvezNJQCI9_NmHbzPWk2uoqdAT-E6TCyVSHG9Gkx_RqnxoCsLoQAvD_BwE

ARTICLE 2:

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwiojNSQmribAhWMpFkKHVZ1A2wQFggpMAA&url=https%3A%2F%2Fwww.telegraph.co.uk%2Ftravel%2Fnews%2Fbrisbane-becomes-worlds-first-airport-to-accept-bitcoin%2F&usq=AOvVaw0tRU3oXSKVvNfOfettPw0c>

TBC provides quality food services and expertise in artistry management coupled with innovative ways social engineer for fresh distinguished creative meals. Subsequently, this will create profitability for vendors and provide enjoyable experience for travelers in a cooperative partnership with vendors.

For the New Year 2017, Mr. Washington is ready to use these three talents to launch a new innovation in the technology industry which has generated billions in sales last year. He has receive information from Terrance Ross, CEO and Founder of Rita Tech 2.0, with regards to TBC consulting services over the past year on this projects. Mr. T. Ross project has launched and has established site online in 2015. Furthermore, TBC has continued to work with international projects and new technology with Herbert Nwosu, President of Opportunity USA Inc., an Eighty Million USD (\$80,000,000.00) Project, that focus on raising funds for humanitarian projects in Nigeria. In Fall 2017, Mr. Washington was invited on Buckhead Business RadioX with Rich Casanova as the host along with Artie Roderman, the Program Director, to discuss TBC's future plans for economic development. See link to very interesting interview: <http://buckhead.businessradiox.com/tag/jerome-washington/>

TBC Industries future goals is to develop a new App in the following Industries: real-estate, gas delivery and utilities, grocery stores, Shark Tank investments. Furthermore, there is \$430 Billion market place in E-Commerce Industry which Mr. Washington will create new ventures to compete in this industry.

TWO DECADES PROFESSIONAL EXPERIENCES

In the early 90's, Mr. Washington made headlines within a boxing career. At that time, he achieved an amateur record of 75 fights, 12 losses. His nickname in the boxing arena was "The Heat." When Mr. Washington relocated to Atlanta in 1989, he trained under Mr. Gordon who was a former trainer to Evander Holyfield. After a short period, he gained a strong following from local media such as Atlanta Journal Constitution, Bulkhead Business Association.

In 1991, Mr. Washington gained corporate recognition through loyal influences in Atlanta and known for his aggressive drive to bring more competitive boxing to Atlanta. In the metro Atlanta area, he has observed that the residents have acquired a diverse range of economic and social interest due to the yearly increase of more people relocating to Georgia. He believes there are many entrepreneur opportunities, and a greater need to expand employment and business opportunities for all. He has gained important allies in Atlanta and hopes to continue to build a coalition of support.

Mr. Washington has well over 17 years of experience in the culinary industry at many notable establishments such as Piedmont Driving Club, Concessions International, Druids Hills Golf Club, City Grill, Houlihans Restaurant and Tavern of Phillips Restaurant. Hence, he has many years of working in the capacity as a Chef as well Entrepreneur.



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

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Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board, Committee or Commission expects from me?
- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Kalpesh Patidar

Occupation: Retail/Hotel Development Employer: Business Owner

Home Address: 741 Rock Ln City: McDonough Zip: 30253

Home Phone: () Home E-Mail: kpattidar2013@gmail.com

Work Phone: () Work E-Mail: Kalpesh.Patidar@goldeneyehospitality.com

Cell Phone: () Preferred E-Mail: ☐ Home ☒ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

Comfort Suites - McDonough GA; Family owned but help with Operations is Quality Inn within Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? ZAB, DA, DDA, PFA with Main St. Advisory
If applying for the Main Street Advisory Board, which position? Business Operator or Interior Design
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 0 Years 0 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

My primary skill set is assessing where businesses can thrive, so naturally a city's zoning plans are very important. I can help tailor zoning according to setting up short and long range goals to undo past mistakes and continue moving forward to creating a lucrative and financially self sufficient community. Overall, I have business development skills ranging from site selection, financing, contractor selection, architectural/interior design, and revenue projections that can strategically serve the community on a macro level within PFA, DA and DDA positions. I love what I do for a living and would also personally help find investors according to the needs of the city.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

ZAB, DA, DDA, PFA

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

APPLICANT STATEMENT

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eSigned via SignStreamDocu.com

ID: 133e542094e8a9970d7e0d274094a77

Signature

Kalpesh Patidar

Printed Name

02/26/2021

Date

Please return signed application to:

City Clerk

City of Stockbridge

4640 North Henry Blvd.

Stockbridge, Georgia 30281

Fax: 770.389.7912

Email: cityclerk@cityofstockbridge-ga.gov



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Comfort Suites - McDonough GA; Family owned but help with Operations is Quality Inn within Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? ZAB, DA, DDA, PFA with Main St. Advisory
If applying for the Main Street Advisory Board, which position? Business Operator or Interior Design
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 0 Years 0 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

My primary skill set is assessing where businesses can thrive, so naturally a city's zoning plans are very important. I can help tailor zoning according to setting up short and long range goals to undo past mistakes and continue moving forward to creating a lucrative and financially self sufficient community. Overall, I have business development skills ranging from site selection, financing, contractor selection, architectural/interior design, and revenue projections that can strategically serve the community on a macro level within PFA, DA and DDA positions. I love what I do for a living and would also personally help find investors according to the needs of the city.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

ZAB, DA, DDA, PFA

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

APPLICANT STATEMENT

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eSigned via [SignNow.com](https://www.SignNow.com)

ID: 133e542094e8a9970d7e0d274094a77

Signature

Kalpesh Patidar

Printed Name

02/26/2021

Date

Please return signed application to:

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- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
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- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Mark Glenn

Occupation: It Analyst Employer: Kaiser Permanente

Home Address: 199 Eagles Club Dr City: Stockbridge Zip: 30281

Home Phone: [REDACTED] Home E-Mail: [REDACTED]

Work Phone: [REDACTED] Work E-Mail: [REDACTED]

Cell Phone: [REDACTED] Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Zoning advisory board
If applying for the Main Street Advisory Board, which position? _____
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 1 Years 1 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

N/A

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

n/a

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I want to help make prudent decisions for my community.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

The Development Authority

- k) Please attach a Resume of Qualifications for the Board position for which you are applying.

APPLICANT STATEMENT

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Key: 37200d4b5f7272304b43274d091e00

Mark Glenn

11/05/2019

Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



MARK D GLENN

199 Eagles Club Dr. Stockbridge, Ga. 30281

Summary

An experienced leader looking to use education, technical skills, and military background in an environment that challenges me daily, allows work/life balance, allows opportunity for myself, and to give opportunities to others.

Experience:

- 2017-Current

Kaiser Permanente IT – Lead IT support analyst

Lead team and developed personnel while focusing on individual and team goals. Delegated tasks within the department and within committees and projects. Identified areas of opportunity to create better outcomes. Created/developed SOP for training, call handling, and VIP ticket handling. Built lasting relationships with other teams and departments through Subject Matter Expert meetings. Coaching team members. Taking escalated calls from technicians. Met goals by utilizing resources, personnel, tools, knowledge, creating and executing plans that capitalize on strengths and minimalizing weaknesses. Collaborated with stakeholders to resolve complex issues. Supported and assisted with the execution of disaster recovery and business continuity process and events. Appointed communications chair for Kaiser Permanente Business Resource Group. Assisting in planning events and projects for BRG. Managed budget by limiting spending and approving all expenses. Provided feedback to employees to develop better support tactics and communicated results to leadership. Assisted in problem resolution between teammates.

- 2016-2017

Kaiser Permanente IT – desktop support technician

Promoted to assist in starting new office in Atlanta, Ga. For tier 2/3 phone based support. Developed training, coached peers, provided technical support for healthcare staff including executives and doctors. Travelled to assist in migration to O365. Created documents for trouble shooting, best practices, SOP. Acted as escalation point for junior staff.

- 2008-2016

Kaiser Permanente IT – desktop support analyst

Promoted to tier 2/3 support after demonstrating superior trouble-shooting techniques, attention to detail, knowledge, skills and abilities. Provided phone based support to healthcare organization. Provided technical solutions to software and hardware issues. Used resources to find common solutions to escalated problems sent from tier 1. Achieved IBM Notes Administrator certificate. Trained to support blackberries, IOS devices, palm pilots and other mobile devices. Awarded employee of the month. Developed skills and knowledge while adding

solutions to public knowledge base. Maintained high resolution rate and high customer satisfaction scores.

- 2005-2008

Kaiser Permanente IT – service desk analyst

Provided phone based support in healthcare environment to staff, including executives and doctors. Reset passwords. Triaged and properly routed calls to specialty support based on related topics. Followed instruction of leadership in trouble-shooting and resolving complex issues. Maintained high availability, resolution rate, and customer service scores.

- 2012-2016

High Desert Lodge #107- As a member of the most worshipful Prince Hall Free and Accepted Masonic lodge #107 of the district of California I created and developed a website and established a social media presence. As well as created a newsletter (Editor in Chief) and established an editorial team. Volunteered in community fundraising, community outreach like the in-school mentoring program called Each One Reach One. Developed a video media message on the benefits of the mentoring program to disburse internally and externally. Volunteered in the maintenance of the grounds and building. Elected as a principle officer to serve the needs of the lodge located in Victorville, California.

- 2003-2004

SysTechnologies – Contracted member of team supporting Navy/Marine Corps Intranet (NMCI) Maintained helpdesk in call center environment in support of over two thousand seats. Issued Remedy tickets to support staff of seven dependent upon: issue, priority, service level agreement, and availability. Resolved customer issues over the phone and by email as the only helpdesk tech. Resolved connectivity, software, account, virus threats, spyware, hardware, cabling, and transition issues. Created and modified user accounts for Windows 2k, using active directory, and Exchange 5.5. Resolved exchange account issues. Used remote tools to resolve complex issues. Completed work request with follow-up calls and emails ensuring customer satisfaction and documenting procedure. Designed and implemented standard operating procedure for helpdesk during transition to Navy Marine Corps Intranet. Maintained 98% Service level agreements on-time completion/resolution. Managed/trained helpdesk personnel.

Education:

- Computer education institute – Coursework included server administration Windows Server 2000 and Novell networks 4, A+ training and certification
- Devry Institute – coursework included Information technology management and support
- US Army – 92A Automated logistics Specialist

Skills:

Symantec Management agent/console • Win95-10 • Remedy • ServiceNow • Lotus Notes • Active Directory • RSA • VPN • Aruba routers • O365 suite • Exchange administration • sharepoint • Box • OneDrive • Skype for business • project management • coaching and development • root cause analysis

Awards & Certificates:

Lotus notes administrator • 2016 Kaiser Permanente Subject Matter Expert (SME) of the year • Kaiser Permanente Employee of the month • Certificate of Achievement (COA) 2003 California Society of Certified Public Accountants • COA (18) 2001-2002 Teletech holdings Inc. • 2000 A+ Certificate (CEI), COA 1998 565th Maintenance Co. • COA 1996 240th Quartermaster Co • US Army Good Conduct Medal 1997 • 1996 OS service ribbon/ Nato MDL 1 Bosnia

References: (Pending verification)

- Bruce Alston – Project Mgr 1, NFS NPD-ROC Kaiser Permanente (404)852-6707
- Lonnie Whittington (714)306-4271



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APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

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- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Stanley D. Dumas

Occupation: Retired

Employer: N/A

Home Address: 496 Haven Ridge Dr.

City: Stockbridge Zip: 30281

Home Phone:

Home E-Mail: ddumas1189@comcast.net

Work Phone:

Work E-Mail:

Cell Phone:

Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

N/A

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Planning Commission
If applying for the Main Street Advisory Board, which position? N/A
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 16 Years 10 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☐ Yes ☒ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

The first four years of serving on the Zoning Advisory Board/Planning Commission has been rewarding. I would be honored to serve another term.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Board of Ethics
Downtown Development Authority
Public Facilities Authority

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

APPLICANT STATEMENT

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Stanley Dean Dumas

Signature

Stanley D. Dumas

Printed Name

03/03/2021

Date

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Email: cityclerk@cityofstockbridge-ga.gov



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board, Committee or Commission expects from me?
- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Samantha Samuels

Occupation: Case Manager

Employer: Dekalb CSB

Home Address: 313 Waterford Landing

City: McDonough

Zip: 30253

Home Phone: ()

Home E-Mail: [REDACTED]

Work Phone: [REDACTED]

Work E-Mail: [REDACTED]

Cell Phone: [REDACTED]

Preferred E-Mail:

☒ Home

☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Planning
If applying for the Main Street Advisory Board, which position? _____
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 3 Years 2 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

In the effort to move the city forward, I would like to be apart of the growth of the City of Stockbridge. As the city grow it is important to protect the integrity of the city by effectively planning to maintain the spirit of the city.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Downtown Development.

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge. I understand a Criminal Background Check will be completed if I am considered to go before the Mayor & Council prior to being appointed.


Samantha Samuels
[Illegible text]

Signature

Samantha Samuels

Printed Name

02/26/2021

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



**City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281**



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

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- Do I fully understand what this Board or Commission expects from me?
- Am I committed to the goals and mission of this Board or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Aneta T Lee

Occupation: Program Manager Employer: Rainbow PUSH Coalition

Home Address: 415 Tina Hely Court City: Stockbridge Zip: 30281

Home Phone: () Home E-Mail: [REDACTED]

Work Phone: () Work E-Mail: [REDACTED]

Cell Phone: [REDACTED] Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable) _____

N/A

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? SDDA, Main Street Advisory Board
If applying for the Main Street Advisory Board, which position? Stockbridge Resident
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 6 Years 4 Months
- c) Are you current with all of your financial obligations to the City? ☐ Yes ☒ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

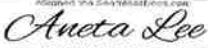
I'd like to be able to serve the City with the DDA again. I believe the knowledge and experiences I gain during my first term will allow me to be an empowered, educated, and valuable member of the DDA as we move forward with the great changes coming to the City.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Main Street Advisory Board

APPLICANT STATEMENT

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Aneta Lee

Signature

Aneta Lee

Printed Name

05/28/20

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov

Aneta Thomas Lee



PROGRAM MANAGEMENT LEADERSHIP

Energetic professional interested in working with non-profit, corporate, and government sponsored programs with experience and proven track record for project implementation, community outreach for mission-oriented organizations, expertise in developing public outreach initiatives and infrastructure, establishing strong advocacy networks targeting diverse and underserved communities; accountability for scheduling, budget administration and quality of all program elements, serve as a communications conduit to executive sponsors and program steering committees with periodic briefings and status updates; high level of performance in relationship building, decision-making and communication

PROFESSIONAL EXPERIENCES

Rainbow PUSH Coalition

Digital Inclusion Specialist/Independent Contractor

CONNECTED CHURCHES continues its mission to empower underrepresented communities through the church by making technology accessible in a trusted, proximate, and familiar environment in hopes of bridging the digital divide and driving opportunities for communities underrepresented in tech.

- Serve as an ambassador and presenter for the Connected Churches program at numerous conferences, workshops and summits.
- Virtual and in-person services for Connected Churches in conjunction with Rainbow PUSH Silicon Valley
- Strategic planning, reporting, conferencing with minister, pastors and church leaders. Provide technical assistance with creating "Tech Outreach Ministries".
- Stay up-to-date and disseminate new low-cost digital products and services that can be used by the church and community members.
- Collaborate with external partners and members of the digital inclusion network to create premium programming for the church community and the communities they serve.
- Host office hours, meetings and training for community members who access Connected Churches website's "Chat with a Specialist" calendar
- Create and pilot relevant digital literacy trainings in local churches including "Train the Trainer" workshops for congregation members.
- Coordinate with volunteers across the US to facilitate trainings in their local communities
- Collect data and report on impact of Connected Churches program.

Adecco @ Google

(in partnership with the Rainbow PUSH Coalition)

2018-2020

Digital Inclusion Specialist

The Connected Churches Program is rooted in the idea that churches can play a pivotal role in closing the digital divide in African American communities. It serves as a bridge between technical and faith-based communities as partners. The Digital Inclusion Specialist position serves as the National Program and Logistical Manager.

- Completed activations in various cities around the country which included: Bay Area, CA, Atlanta, GA, New York, NY, Chicago, IL, Ann Arbor, MI with satellite activation in Los Angeles, CA, Goldsboro, NC and Washington DC

- Developed and established computer training centers in 20+ churches and partner centers while working with over a dozen Christian denominations, community partners and the Rainbow PUSH Coalition
- Each church hosted weekly, bi-weekly, and monthly sessions serving congregants and community members from several walks of life including seniors, working adults and youth
 - Estimated national totals in 2018-2019: 75-100 class sessions
 - Approximate class participants 10 -20 per session
- Created basic interactive curriculum decks to assist volunteers with instructional guidance on Email and G-suite tools
- Provide Technical Assistance, program logistics to churches virtually and in-person; recruit and cultivate volunteers from the Black Googler Network within each city's Google office.
- Serve as an ambassador for Connected Churches at numerous Rainbow PUSH and denominational regional and national conferences. Served as a guest speaker, discussion panelist, conference presenter and vendor.

PowerMyLearning - Atlanta, Georgia**2017 - 2020*****Family Trainer***

- Provide an engaging presentation of PowerMyLearning's signature family engagement workshops
- Guide elementary and middle school families in an interactive workshop designed to provide an introduction to PowerMyLearning's educational tools.
- Assist families as they navigate their new Home Learning Center (a donated laptop)
- Familiarize families with instructional tools designed to enhance the students learning experience in the classroom
- Utilize Customer Service Representatives and volunteers as teaching assistants through active engagement to support families during the workshop
- Serve as an ambassador to the vision of PowerMyLearning in the community

EDUCATION

Clayton State University, Morrow, Georgia*Bachelor of Science in Psychology & Human Services*

COMMUNITY LEADERSHIP

Stockbridge Downtown Development Authority (SDDA) - Board Member

- Appointed to the board by the Stockbridge Georgia City Council
- Serve as a strategic partner in the Master Planning and Redevelopment of Stockbridge's Downtown District
- Work as a voting partner on Stockbridge's MainStreet Board - a Historic Preservation and Community Building Board
- Represent the City along with the elected City Council member at State-wide city and municipal agency conferences, workshops and forums



RECEIVED

MAR 3 2021

BY: *[Signature]*

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

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- Am I committed to the goals and mission of this Board, Committee or Commission?
- Can I afford the demands on my time, resources and energy?
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- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Askia K. Abdullah

Occupation: Retired

Employer: _____

Home Address: 1446 Wilshire Way

City: Stockbridge

Zip: 30253

Home Phone: [Redacted]

Home E-Mail: [Redacted]

Work Phone: [Redacted]

Work E-Mail: [Redacted]

Cell Phone: [Redacted]

Preferred E-Mail:



Home



Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

None.

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Planning Commission
If applying for the Main Street Advisory Board, which position?
(see positions noted below) _____
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 7 Years 8 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I am currently serving on the Planning Commission and I would like to continue to serve the citizens of Stockbridge in this capacity.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

APPLICANT STATEMENT

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Signature



Askia K. Abdullah

Printed Name

Date

3/2/2021

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov

ASKIA K. ABDULLAH

1446 Wilshire Way
McDonough, Georgia 30253-8064



Objective: Obtain a position in which I may utilize my academic and professional experience within an environment conducive to continued professional growth and development.

Experience: Re-Election Campaign of Alderman Walter Burnett, Jr.

Campaign Manager

September 2014-April 2015

Managed day-to-day operations of the campaign and staffing. Prepared campaign materials and corresponded with the community and media. Following the consolidate Mayoral and Aldermanic Elections became regional campaign manager for the Mayor's west-side field operations.

Aldermanic Staff of Walter Burnett, Jr. 27th Ward. City of Chicago

Administrative Assistant

September 2013-August 2014

As an Administrative Assistant to the Alderman, I was responsible for conducting research on various issues of a legislative nature that impacted the community, such as zoning, community development and service matters. In addition to the aforementioned I assisted in the preparation of ordinances and committee meeting.

Cook County Recorder of Deeds Office

Chicago, Illinois 60602

Press Secretary/Director of Marketing

Dec 2002 - Dec 2012

As the Press Secretary and Director of Marketing I was responsible for writing speeches for Eugene Moore, Cook County Recorder of Deeds, issuing press releases on issues and accomplishments of the office and addressing media related questions and inquiries and marketing the office to the lay and professional communities. I represented the office at community forums and outreach events. In addition to the foregoing, I was the FMLA Coordinator, where my responsibilities included managing employee request for leave under the Family Medical Leave Act of 1993. In this position I was required to compute employee hours of work for qualification and prepare and issue authorization letters confirming their qualification in accordance with the FMLA Act. I was also responsible for addressing and attending Third Step Grievance hearing in which employees were subject to discipline per the CBA (collective bargaining agreement). This included in office hearing and responding to and appearing before the Illinois Labor Relations Board to address union complaints filed against

the Recorder of Deeds Office. Finally, I was responsible for preparing the office's quarterly performance report and preparation of the office's annual budget for submission before to the Cook County Board of Commissioners.

Cook County Board of Commissioners Chicago, Illinois 60602

Administrative Asst. to 1st District Commissioner Aug 1999 – Dec 2002

As the Administrative Assistant to the Commissioner I was responsible for reviewing the Board Agenda and preparing the Commissioner on matters of concern contained therein. I reviewed proposed ordinances and resolutions and performed legal research on those ordinances and resolutions, as well as drafting ordinances and resolutions for the Commissioner. I was also responsible day-to-day management of the office and addressing constituent concerns.

Health Smart Partners, LLC

Chicago, Illinois 60620

Senior Financial Officer

Aug 1998 – Oct 2000

As Senior Financial Officer I was responsible for day-to-day financial operations which included supervision of general accounting, payroll preparation, filling of quarterly and annual employer tax returns and preparation of company billing and review of invoices. I also negotiated company loan agreements and established internal control policies and procedures.

State of Illinois Attorney General Neil F. Hartigan Chicago, Illinois 60602

Assistant Attorney General

Jan 1990 – Apr 1991

As Asst. AG I was responsible for the day-to-day operation of the West Regional Office and staffing. We addressed Consumer Fraud Complaints concerning the purchase of major items such as automobiles and Spot Deliveries. We also addressed legal issues confronting the community and advised non-profit organization on the acquisition of tax exemption under IRC 501 (c) 3.

City of Chicago Committee on Zoning

Chicago, Illinois 60602

Chief of Staff and Legal Counsel

Oct 1986 – May 1987

As Chief of Staff and Legal Counsel of the Zoning Committee I was responsible for the day-to-day operation of the committee and staff. I advised the Committee Chairman, Alderman Danny K. Davis on proposed zoning applications and the impact the amendment would have on the community. I also researched and prepared zoning amendments for members of City Council and addressed community concerns on proposed zoning amendments.

Askia K. Abdullah, Attorney and Counselor at Law Chicago, Illinois 60651

Attorney – Sole Practitioner

May 1985 – Nov 1996

As a sole practitioner I represented parties involved in business and real estate transactions. I represented civil litigants before the Municipal and Circuit Courts

of Cook County and litigants involved in civil litigation before the U.S. District Court involving Civil Forfeitures, 1983 Civil Rights Actions, and Federal Income Taxes, both individual and businesses.

Christian Action Ministry

Chicago, Illinois 60644

Senior Staff Accountant

Aug 1980 – Jan 1982

As Senior Staff Accountant I assisted the Comptroller with the financial operations of the organization, prepared quarterly and annual financial statements and performed programmatic audits of government funded programs.

CECO

Berwyn, Illinois

Internal Auditor

May 1979 – Aug 1980

As an Internal Auditor for CECO I conducted field audits of construction operations throughout the eastern region of the U.S. I was also responsible for the implementation of the Foreign and Corrupt Practices Act as it applied to Unions and employee membership.

City of Chicago Police Department

Chicago, Illinois

Patrol Officer

Apr 1972 – May 1979

As a Patrol Officer I responded to radio assignments, including traffic violations, domestic disputes and criminal offenses. I also attended court for judicial resolution of criminal complaints.

Education: Thomas M. Cooley Law School

Lansing, Michigan

Degree: Juris Doctor (J.D.)

August 1984

Roosevelt University

Chicago, Illinois

Walter E. Heller College of Business

Degree: M.S.A. Accounting

January 1981

B.S.B.A. Business Administration

January 1979

Court Admission and Licenses:

Admitted to Illinois Supreme Court

May 1985

Admitted to U.S. District Court

June 1985

Admitted to the U.S. Tax Court

September 1985

Admitted to U.S. District Trial Bar

August 1987

Licensed Real Estate Broker

June 1985

References: Will be made available upon request.



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

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- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Frangela K. Merritt

Occupation: Management Professional Telecom Employer: AT&T

Home Address: 1301 Winwood Drive City: McDonough Zip: 30253

Home Phone: [REDACTED] Home E-Mail: [REDACTED]

Work Phone: [REDACTED] Work E-Mail: [REDACTED]

Cell Phone: [REDACTED] Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

Not applicable

BOARD, COMMITTEE OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? Planning/Planning Commissioner

If applying for the Main Street Advisory Board, which position?
(see positions noted below) n/a

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 16 Years 2 Months

c) Are you current with all your financial obligations to the City of Stockbridge? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

n/a

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☒ Yes ☐ No If yes, please explain:

Possibly - AT&T is one of the major corporations in the telecom industry.

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict regarding your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

not applicable

BOARD, COMMITTEE OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I have been a resident for 16 years. With my background in community service, politics, law and telecom network real estate, I strongly believe I have more to offer to my community.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Main Street Advisory Board
Development Authority
Downtown Development Authority
Public Facilities Authority

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

☒ **Background Check.** The City of Stockbridge shall complete an industry standard criminal history background check and all sound screening practices prior to a Candidate's appointment by the City Council. The Authorized User reserves the right to view the contents of a background check prior to approving the Applicant.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board, Committee or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I always agree to comply with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

W091143-11435 address change only
Frangela K. Merritt
City of Stockbridge

Signature

Frangela K Merritt

Printed Name

09/14/2020

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: cityclerk@cityofstockbridge-ga.gov



FRANGELA MERRITT

Management Professional

PROFILE

A coding enthusiast proficient in Python with strong leadership skills, who is passionate about community and professional growth. Possess advance to expert knowledge in network real estate, civil law, airline operations, aviation operations and political campaign management.

CONTACT

PHONE

EMAIL

ASSOCIATIONS & LEADERSHIP

The NETWORK BICP, Atlanta Chapter
Board Member and Vice President
An AT&T Employee Resource Group

Obama for America
National Organizing Fellow Alumna

EDUCATION

South Carolina State University

Bachelor of Arts - Political Science, Pre-Law

Clayton College and State University

Post-Baccalaureate Certificate – Paralegal Studies

Keller Graduate School of Management at DeVry University

MBA – Master of Business Administration

MPA - Master of Public Administration

WORK EXPERIENCE

AT&T, Inc. Sr. Specialist – Network Lease ATO Tower Strategy

2013-present

Cell tower and small cell network real estate specialist for telecom company.

The Law Office of E. Noreen Banks-Ware, PC Paralegal

2009-2013

Senior level paraprofessional of law. Expertise in State level court system (civil and administrative law). Worked in a senior level capacity.

Shana M. Rooks & Associates, LLC Paralegal

2006-2009

Senior level paraprofessional of law. Expertise in State level court system, some Federal. Worked in a senior level capacity.

Delta Air Lines, Inc. ASR IV, Flight Operations

1998-2006

Began as an airport customer service agent then promoted to fleet research and development specialist.

SKILLS

6σ Green Belt Certification
Nanodegree, Data Analyst Certification
Legal Research and Writing
Notary Public for the State of Georgia



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board or Commission expects from me?
- Am I committed to the goals and mission of this Board or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Jerome Washington

Occupation: IT Consultant Employer: TBC INDUSTRIES

Home Address: 103 Mann Blvd City: Stockbridge, GA. Zip: Stockbridge,

Home Phone: () Home E-Mail: Tbcoperativenovations@gmail.com

Work Phone: Work E-Mail: Tbcoperativenovations@gmail.com

Cell Phone: Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable) _____

TBC CO-OPERATIVE INNOVATIONS LLC

BOARD OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? DDA

If applying for the Main Street Advisory Board, which position?
(see positions noted below) _____

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 1 Years Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.



Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov

From The Desk of Jerome Washington

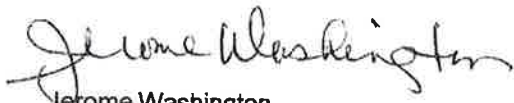
December 09, 2019

To V Holiday, City Clerk

My mission in entering my name for consideration, as I see it- is to promote the wellness and health of Stockbridge in an effort to present a positive outlook and presentation of Stockbridge. Furthermore, always advancing the interest of District (13). and supporting stakeholders and Civic Leaders in my community. Regarding my experience, which can be considered of magnitude in the Stockbridge community is exemplified by working with business start-ups, business finance, business fundraising, corporate relations, project development, working with constituents and stakeholders. Of course, as a DDA affiliate my own essential constituency will be applied completely to the growth of the City of Stockbridge and all of Henry County Georgia.

Thank you.

Sincerely,


Jerome Washington

J. Washington

Mr. Jerome Washington
 120 MLK SR Heritage Trail
 Ste. #108
 Stockbridge, GA 30281
 February 28, 2019

Here is a biography capsule of my experience:

***Jerome "The Heat" Washington (Boxer)** also referred to later as the Boxing Chef of the TBC Innovations, remembers the community of Stockbridge--never stopped fighting. (By The Champ). CEO and Founder of TBC Cooperative Innovations LLC, moved his headquarters in 2018, to Henry County in Stockbridge. He set his sights on a fantastic opportunity to utilize his Expertise in the field of Consulting in the areas of Marketing, Branding, and Promoting for one main issue of economic sustainability to the interlink of commercialization of connectivity toward the e-commerce of airports. When the City of Stockbridge was going through the possible attempt of De-annexation, TBC immediately joined in to assist the community with the fight to eliminate this unorthodox plight!

TBC Cooperative Innovations received a lead in January, 2019, from Allstate Insurance Businesswoman of the year, Mrs. Karen Mullens, referencing the Micro Rail System, Transit X! Immediate contact was made with Mike Stanley (CEO/ Founder) of Transit X to put together a team that would make it possible for this rail system to be launched with the ground breaking in Georgia. Our first meeting was held January 17, 2019, in Eagles Landing. Our affiliates coming from Lugrande Ga., Macon Ga., Henry County officials such as James Touchton, Neat Robinson, Civic Leaders of Henry County Commission such as Vivian Thomas and Jerome's guest was Thomas Rosencrants of Greystone Capital Group which is currently over the Transit X Group with Ritz Group of Georgia and backed by Home Depot (Arthur Blank, Bernie Marcus. Steve Gross (co-founders) of the Feb 1th presentation with the civic leaders. Financial groups, Jared McKinley, who is a Representative of Congressman John Lewis spoke highly of the Representative's interest and invited James Touchton (Economic Director) for Congressman Stanford Bishop, J T Williams, Simeon Nunnally (Transit X) of Henry County representing affiliates like Commissioner Bruce Holmes that support this effort of Henry County connectivity to Hartsfield. Maynard Jackson with over 100 miles out interlink.

Recently I met with Mayor Anthony Ford of Stockbridge on a 36 million injection to the county for a \$9M right of way per city, creating the greatest Transit Service that pays bond service for economic growth.

On January 23rd, another meeting was held at the Georgia Club of Midtown to introduce Transit X which Mike Stanley and Jerome made an executive decision for Thomas

Rosencrants (Greystone Capital Group), JT Williams of Stockbridge, who works with Transit X as a representative for corporate relations out of Stockbridge, a \$1.4 billion-dollar County infrastructure. The last meeting held in January 2019, the attendees were Jerome and Tom Rosencrants who met with Ritz Group (CEO Pres) offering to bring Home Depot to the table for negotiations.

The beginning of the birth of a Georgia Transit X roll out to accept for Feb 12 meeting many to conversations(?) to Mike Stanley (Transit X) approval for talks with Thomas Rosencrants, Larry White approval within one week to establish the fulfillment of a room of 40 with 44 in the room. Civic leaders, Corporate leads, Bankers, AJC Media. A very successful meeting held and turning away about 20 others. Looking forward to groundbreaking.

On Feb 21st, Jerome will be attending the Atlanta ACLU Prayer Breakfast. Keynote speaker this month will be US Ambassador Theodore Britton. He is former US Ambassador to Barbados and Grenada. He also served on both the Board of Deacons and Board of Trustees at the historic Riverside Church in NYC. He helped integrate the US Marine Corps and received the Congressional Gold medal for his service among the Montford Point Marines. He is currently the Honorary Consul General of Albania and next month will receive the Mother Teresa medallion from the President of Albania.

In submitting this timeline of events, I would like to make a request of the City of Stockbridge to issue (3) letters of Proclamation to the individuals named below:

- Ambassador Theodore R. Britton, Jr. (1925-) (**The Black Past**) (see Bio) Black History recognition) www.blackpast.org > African American History, <https://www.thehistorymakers.org/biography/honorable-theodore-britton-jr>
- Mike Stanley, Founder/CEO Micro Rail Transportation **Transit X** <https://www.verizon.com/about/our-company/humanability/mike-stanley>
- www.digitaljournal.com <https://www.futureentech.com> YouTube - May 17, 2017
- Jerome Washington, Founder/CEO TBC Cooperative Innovations, LLC
- www.investor.com/users/jerome-washington-2 www.buzzfile.com/business/Tbc-Co~Operative-Innovations-LLC-678-683-7123

*****Endorsements and Resume will be provided***

Respectfully Submitted,

Jerome Washington
TBC-Innovations, LLC





The Golden Meal of Technology

BOXER | CHEF | BUSINESSMAN

Article: "You won't believe how much dough airport eateries earn"

<http://www.indystar.com/story/news/2015/03/06/flying-high-ways-indys-airport-food-first-class/24438449/>

Jerome Washington, who is originally from Saint Louis, Missouri, is a former professional Boxer and a culinary Chef as well as Corporate Liaison. TBC CO-Operative Innovations, LLC ("The Boxing Chef" or "TBC") mission for 2018 is to create an eco-system of Blockchain connectivity to airports and to create a stronger connectivity in the cryptocurrency industry such as Bitcoins and Litecoins within interlink of an electro currency platform in a non-cash payless system. Blockchain is not just another technology; it is a strategy.

See below for exciting news on Blockchain Industry:

ARTICLE 1: https://www.blockchain.com/?gclid=CjwKCAjwo87YBRBqEiwAI1Lkqfy5Kbeg4hvezNJQCI9_NmHbzPWk2uoqgAT-E6TCyVSHG9Gkx_RqnxoCsLoQAvD_BwE

ARTICLE 2:

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwiojNSQmribAhWMpFkKHVZ1A2wQFggpMAA&url=https%3A%2F%2Fwww.telegraph.co.uk%2Ftravel%2Fnews%2Fbrisbane-becomes-worlds-first-airport-to-accept-bitcoin%2F&usq=AOvVaw0tRU3oXSKVvNfOfettPw0c>

TBC provides quality food services and expertise in artistry management coupled with innovative ways social engineer for fresh distinguished creative meals. Subsequently, this will create profitability for vendors and provide enjoyable experience for travelers in a cooperative partnership with vendors.

For the New Year 2017, Mr. Washington is ready to use these three talents to launch a new innovation in the technology industry which has generated billions in sales last year. He has receive information from Terrance Ross, CEO and Founder of Rita Tech 2.0, with regards to TBC consulting services over the past year on this projects. Mr. T. Ross project has launched and has established site online in 2015. Furthermore, TBC has continued to work with international projects and new technology with Herbert Nwosu, President of Opportunity USA Inc., an Eighty Million USD (\$80,000,000.00) Project, that focus on raising funds for humanitarian projects in Nigeria. In Fall 2017, Mr. Washington was invited on Buckhead Business RadioX with Rich Casanova as the host along with Artie Roderman, the Program Director, to discuss TBC's future plans for economic development. See link to very interesting interview: <http://buckhead.businessradiox.com/tag/jerome-washington/>

TBC Industries future goals is to develop a new App in the following Industries: real-estate, gas delivery and utilities, grocery stores, Shark Tank investments. Furthermore, there is \$430 Billion market place in E-Commerce Industry which Mr. Washington will create new ventures to compete in this industry.

TWO DECADES PROFESSIONAL EXPERIENCES

In the early 90's, Mr. Washington made headlines within a boxing career. At that time, he achieved an amateur record of 75 fights, 12 losses. His nickname in the boxing arena was "The Heat." When Mr. Washington relocated to Atlanta in 1989, he trained under Mr. Gordon who was a former trainer to Evander Holyfield. After a short period, he gained a strong following from local media such as Atlanta Journal Constitution, Bulkhead Business Association.

In 1991, Mr. Washington gained corporate recognition through loyal influences in Atlanta and known for his aggressive drive to bring more competitive boxing to Atlanta. In the metro Atlanta area, he has observed that the residents have acquired a diverse range of economic and social interest due to the yearly increase of more people relocating to Georgia. He believes there are many entrepreneur opportunities, and a greater need to expand employment and business opportunities for all. He has gained important allies in Atlanta and hopes to continue to build a coalition of support.

Mr. Washington has well over 17 years of experience in the culinary industry at many notable establishments such as Piedmont Driving Club, Concessions International, Druids Hills Golf Club, City Grill, Houlihans Restaurant and Tavern of Phillips Restaurant. Hence, he has many years of working in the capacity as a Chef as well Entrepreneur.