



# Department of Purchasing

## Donald R. Riley, CPPB, Procurement Specialist

<b>REQUEST FOR QUOTE NUMBER:</b>		18RFQ043018-DRR
<b>WILL BE RECEIVED UNTIL</b>	<b>JUNE 5, 2018</b>	<b>3:00 p.m. EST</b>
<b>DESCRIPTION:</b> City of Stockbridge – Municipal Court Building Upper & Lower Level - Renovation		
<b>Return to:</b>	<b>Donald R. Riley, CPPB, Purchasing Specialist</b> <b>City of Stockbridge – Purchasing Department</b> <b>4640 N. Henry Boulevard</b> <b>Stockbridge, Georgia 30281</b>	
<b>ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PURCHASING SPECIALIST LISTED BELOW. QUOTEDERS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS QUOTE PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR QUOTE BEING FOUND NON-RESPONSIVE. <b>LAST DAY FOR QUESTIONS May 10, 2018 @ 3:00 P.M. EST.</b></b>		
<b>CONTACT NAME:</b>	<b>E-Mail Address :</b>	<b>Telephone Number:</b>
Donald R. Riley, CPPB	DRiley@CityofStockbridge-ga.gov	(770) 389-7912 (fax only)
<b>All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by City of Stockbridge to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.</b>		
<b>Company Name:</b>		
<b>Company Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number:</b>	<b>Fax Number:</b>	<b>E-Mail Address:</b>
<b>RESPONSES MUST BE DELIVERED/EMAILED TO THE PURCHASING OFFICE BY THE DATE INDICATED.</b>		
<b>Person submitting QUOTE: (Please Print)</b>		<b>Date</b>
<b>Title</b>		
<b>*Signature of the person submitting QUOTE:</b>		
<b>*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All Quoteders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.</b>		

**NO QUOTE:**

**REASON:** \_\_\_\_\_

**REQUEST FOR E-QUOTE SPECIFICATIONS  
CITY MUNICIPAL COURT BUILDING UPPER & LOWER LEVEL - RENOVATION  
PUBLIC WORKS DEPARTMENT**

**1. DESCRIPTION**

The City of Stockbridge Finance Department - Purchasing Division is soliciting quotes from all qualified Contractors to provide all necessary tools, accessories, material, equipment, services and apparatuses necessary to provide the City of Stockbridge Department of Public Works Department - City Municipal Court Building Upper and Lower Level - Renovations.

**2. CONTACT PERSON**

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at [DRiley@cityofstockbridge-ga.gov](mailto:DRiley@cityofstockbridge-ga.gov) or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all Quoters by addendum. No verbal responses shall be authoritative.

**PRE-QUOTE CONFERENCE MAY 30, 2018 @ 10:00 A.M.**

4602 N. HENRY BOULEVARD  
UPPER & LOWER LEVEL – BASEMENT OF BUILDING  
STOCKBRIDGE, GEORGIA 30281

**3. TERM OF AGREEMENT**

This procurement is for One (1) year from issuance of notice to proceed.

**4. PRODUCT/SERVICE SPECIFICATIONS**

The City of Stockbridge Finance Department – Purchasing Division is soliciting quotes from all qualified Contractors to provide all necessary tools accessories, material, equipment, apparatus and services to provide renovations to the City Municipal Court Building Upper & Lower Level.

The awarded Contractor must assume full responsibility for the coordination, to renovate interior lower level of the City's Municipal Court Building. The works shall be done as per scope of work, specifications and General contract conditions.

This project requires an experienced registered contractor to design and execute the job. The Contractor shall provide all labor, material tools, equipment, supervision and other related items required to complete the project as per scope of work and specifications. Contractors are advised to visit the site, verify the existing site conditions to develop their quote.

**SITE VISITING DATE:** Wednesday, May 30, 2018 at 10:00 A.M. Local listing time.

2. Summary of the Major Tasks • Renovation of lower level area which shall include the Court Room Area, Waiting/Drug Screening Area, Two (2) Probation Areas, Three (3) ATT/Client Areas, One (1) bathroom area (male/female), One (1) Cashier Area, One (1) Lobby Area, One (1) Corridor Area and the entire Upper Level Floor which shall include but not limited to: Removing, Repairing, Painting, Installing and all things necessary to complete the renovation of the Upper and lower level Municipal Court.

3. Painting Work 3.0 Interior Painting Work I. Preparations Observe manufacturer's recommendations in regard to preparation of surfaces to receive paint and application of paint itself. Procedures shall include, but not necessarily be limited to, the following:

a. Cleaning – Clean and remove oil, grease and loose foreign matter, including, mold mildew, dirt and corrosion products, in a manner which causes neither undue damage to the substrate nor damage to, or contamination of, the surroundings or the paint system to be applied;

b. Glossy Surfaces - Adequately scuff and/or solvent or chemically etch as appropriate to provide satisfactory adhesion for subsequent paint coats;

c. Filling - Fill cracks and holes with fillers, sealers or grouting cements as appropriate for the finishing system and substrate, and sand smooth, to ensure all coats finish smooth;

d. Drying - Unless otherwise specified, ensure that surfaces are cured and dry before applying additional coats of paint;

e. Generally - Remove weld spatter, slag, burrs, or any other objectionable surface irregularities. Remove any rust and apply rust primer;

f. Apply an oil-based primer to any bare timber surfaces; and

g. Light sanding between coats for the perimeter walls painting.

II. Paint Application a. Apply paint and related material with an undercoat plus two coats of selected finish color or with the number of coats specified in accordance with the manufacturer's recommendations. Allow each coat to harden for the drying time (or time between coats) recommended by the manufacturer. b. Finish - Ensure each coat of paint is uniform in color, gloss, thickness and texture and free of runs, sags, blisters, or other discontinuities. c. Wet Paint Warning - Place notices and do not remove until paint is dry.

III. Colors: a. color to the interior of building and walls should the same as existing, weather guard white color for the walls and black for skirting. Preferably "Sherwin Williams Paint Super Paint Interior". b. All balustrades, painted timber, and front

entry doors and frames: should be painted with the same colors as existing one. c. Repaint/Varnish all fascia and soffits, windows, window frames, doors and door frames: with same color. d. Repaint all cable runs, conduits and pipe work. e. Final paint shall be applied in two coats and according to the manufacturer's instructions.

IV. Work Area Protection Before painting in any section of the building, use drop sheets and masking tape wherever necessary to protect finished work or other surfaces liable to damage during painting.

V. Touch Up Clean off marks, paint spots and stains throughout including on glass, restoring damaged surfaces to their original condition.

VI. Paint Types and Specifications Where SAA (Society of American Archivists) Standard Specifications describe and define the standards required for specific materials, the materials used in the works shall conform to all applicable requirements of the relevant standard specification. Use only premium quality lines from approved manufacturers. Use only unadulterated paint except as per manufacturer directions. Do not combine paints from different manufacturers. On clear timber finishes use only combinations of putty, stain and sealer recommended by the Manufacturer of the topcoats. Use only the type and quantity of thinners recommended by the paint manufacturer. Provide finish coats, which are compatible with prime and undercoat paints used. Provide barrier coats over incompatible primers or remove and reprise as required. Do not apply paints when surrounding temperatures and the paint manufacturer exceeds humidity conditions beyond that recommended. Do not store or mix paint in areas or on surfaces liable to damage.

VII. Surface preparations All painted surfaces are to present a clean and even appearance with no evidence of poor workmanship. Finished paint surfaces shall be free from sags, wrinkles, drips and other defects or imperfections. Do not paint over dirt, dust, scale, grease, moisture or conditions detrimental to the formation of a durable and acceptable finish.

VIII. Filling All holes, cracks and marks should be repaired with fillers, sealant, putties or grouting cements as appropriate for the finishing system and substrate, and treat to achieve the required finish in accordance with industry standards before painting. Tint the filler to match substrate if the finish is transparent. Walls should be wiped down as necessary before painting.

IX. Workmanship Standards Care shall be taken to ensure that the base surfaces are properly prepared and that the materials are used correctly. Where SAA or other approved Codes of Practice are applicable, the workmanship and procedures described by the relevant Codes shall be regarded as the minimum standard acceptable. Store and apply paint in accordance with the manufacturer's directions. Use applicators and techniques best suited for the type of material being applied. "Ridging" at roller overlaps shall not be permitted. Apply finish as heavily as possible without running to provide a uniform finish and color free from brush marks, hairs and other imperfections. Paint surfaces behind mobile

equipment and furniture the same as similar exposed surfaces. Paint surfaces behind permanently fixed equipment or furniture. Finish exterior painted doors on tops, bottoms and side edges the same as the exterior face. Sand lightly between each successive coat where recommended by the paint manufacturer. Apply each coat of material at not less than the manufacturers recommended spreading rate.

X. Remove Hardware Remove all hardware, hardware accessories and similar items in place and not to be painted or provide surface applied protection prior to surface preparation and painting operations. After completions re-install all removed items. Exceptional care must be taken to assure tidiness of work. Suitable temporary covers, masking, drop sheets, drapes and/or barriers shall be provided and maintained effectively where necessary to protect carpeting and furniture or other finishes that are to be painted or not to ensure what they are not exposed to paint and put at risk. These are to be removed when the protection is no longer required. Provide "Wet Paint" signs as required to protect newly painted surfaces. Carefully remove and reinstate paint splatters from adjacent surfaces. Upon completion of the work all paint cans, other materials, containers, debris and protective coverings shall be cleaned up and removed from site and the Contractor shall leave the area in a clean, neat, and orderly condition satisfactory to the Contracting Officer.

3.1 Wood Work Refinish • Apply aerosol spray paint stripper for small surface area, Spray the stripper evenly over the surface and let it sit for 5 to 10 minutes. The old finish will start to lift up off the wood. • Use a scraper tool to remove the old finish. Wipe the blade with cloth between scrapes. You may have to apply stripper and scrape more than once in order to remove the majority of the old finish. • Once stripping is done, and the surface is dry, wipe with mineral spirits using a clean cloth to remove any residual stripper. Allow the surface to fully dry before moving on to sanding. • To remove the last bits of finish, use a palm sander with medium-grit sandpaper (about 150-grit) until you see the bare wood. Then switch to fine sandpaper (200+ grit) until the entire piece is uniform. • Wipe down the whole surface with a tack cloth to remove any dust from sanding. • Staining is easiest to do with a staining pad. Dip the pad in the stain and wipe it on using long, even strokes. • Then use a clean wiping cloth to remove excess stain. Wipe lightly with the grain to avoid streaking. You'll need to apply multiple coats until you like the color. Keep following the same process but be sure to let the stain dry between coats so you can gauge what it looks like before deciding whether to add another coat. • Once the coat of stain is totally dry, apply an oil-based clear coat for a final layer of sheen and protection. Spray-on clear coat is easy to use and provides great coverage. Spray with a nice even motion following the natural lines of the piece. Apply two (2) coats, sanding in between with 200-grit or higher sandpaper after the first coat is dry. This technique will smooth any imperfections from first coat and give you a pro grade finish. Then spray on a final layer.

4.0 Bathrooms Renovation a) Works to be done are as explained below; i. Carefully remove the existing bathroom door and replace with a solid wall.

5.0 Tiling Work Execution • Lay tiles from the centerline of each space outward to obtain border tile of equal width and larger dimension. • Lay tiles (Security checkpoint/both Corridors and all three (3) Client Offices) are to be installed in a pattern which is 1/3x1/3x1/3x1/3 Staggard Grout Mapei 02 Pewter. As for the Lobby Area lay tiles in a herringbone pattern only in this space with same tile as border around it (Grout Mapei 02 Pewter). Align joints if adjoining tiles on floor and walls are the same size. Joints shall be uniform in width. • Set tile firmly on the mortar bed. Strings or pegs may be used to space tiles that have no spacers. Bring all surfaces to a true plane at the proper position or elevation. Thoroughly beat-in all tiles while the mortar bed is still plastic. • Make adjustment of tile before initial set of the mortar takes place. • Terminate work neatly at obstructions, edges, and corners without disturbing the pattern or joint alignment. • Grouting: before grouting, wet the joints between tiles if tiles have become dry, force a maximum amount of grout into the joints, and fill all gaps and skips. The finished grout shall be uniform in color, smooth, and without voids, pinholes or low spots. • Cleaning: Upon completion of installation, clean all tile surfaces so they are free of foreign matter and leave finished installation clean and free of cracked, chipped, broken, non-bonded, or otherwise defective tile work.

#### Condition of Contract

- i. General. This is a firm fixed price turnkey job for the entire work and amount quoted shall include all work described in attached drawing, scope of work and general condition of contract. The lump sum price quoted shall be fixed and nothing extra will be entertained on any account without written permission and authorized by the City Manager. Contractor's staff is subject to such restriction for entry and exit as are required by the City's security requirement. Contractor's staff will be subject to security cleared as required by the City Manager or his designee. Contractor shall restore all surfaces disturbed by construction to match with existing finish. Any deviation from the original contract/scope of work shall be informed to the City Manager or his designee before work commences. No additional work or changes will be carried out without a contract modification.
- ii. Responsibilities of Contractor. Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and plant and equipment etc., required for completion of the work in all respects and as per the scope of the work. All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained. Contractor shall employ and provide one full time engineer to supervise the project and has experienced of carrying out such type of work. Contractor shall not proceed with next activity until previous activity will be checked and approved by the City Manager or his designee. Contractor shall mentioned all inspection dates in the schedule chart. Contractor should keep the site clean and accessible to the City's employee all time.

The duration of the project shall not exceed one (1) month (thirty) working days.

- iii. Specifications. Work under this contract shall be carried out strictly in accordance with specifications attached and will meet US and Local codes.
- iv. Execution of Work. The Contractors are advised to review the material specifications and scope of work. The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work. On award of the work, Contractor shall submit all items below via email: a. Bar chart within three (3) days for approval by the City Manager or his designee. All dates and time schedule agreed upon should be strictly adhered to. Contractor shall notify the COR in advance regarding anticipated problems through the project. b. Proposed start date c. Weekly schedule/activity plan for the duration of the project prior to the start date. For dismantling/blocking or making connection to any existing services or any shutdown, contractor shall inform the City Manager or his designee at least three (3) working days in advance and proceed with the work only after the permission from the City Manager or his designee.
- v. Materials. All materials used on this work shall be new and conforming to the contract specifications as per US and local codes. Materials shall conform to the latest US Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalog for preapproval. All materials used on the project shall be approved by City Manager or his designee before use. Any changes/substitutes on material shall be approved by the City Manager or his designee before proceeding.
- vi. Storage of Materials. All materials shall be stored in a proper manner protected from natural elements so as to avoid contamination and deterioration.
- vii. Site Clearance and Cleanup. The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from City's premises, maintaining a neat, and safe site condition.
- viii. On completion of project, Contractor shall remove all surplus materials and leave the site in a broom clean condition.
- ix. Workmanship. Workers working on the site shall be skilled in their job and have related job experience.
- x. Working Hours. Working hours shall be 8:00 A.M. to 5:00P.M. Monday to Friday; unless given written authorization to do so by the City Manager or his designee. No work shall be done holidays without prior approval of the City Manager or his designee.

- xi. Security Clearance. The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name, and date of delivery) to the City Manager or his designee at least twenty-four (24) hours in advance for material deliveries. Contractor shall give workers names at least three (3) days in advance to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.
- xii. Safety. Contractor is responsible and shall continue management and implementation of a safety and health program throughout construction. The City Manager and/or his designee has reserve the right to suspend work when and where Contractor's safety and health program is considered to be operating in an inadequate or non-complying manner. Contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site. Work will be stopped in case the proper protection equipment is not found with the workers and the lapse of time shall be at the Contractor's expense. Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants or equipment. Contractor will use all safety gadgets e.g. hard hats, cotton gloves and goggles as required on site to avoid the accident. Any equipment or work considered dangerous shall be immediately discontinued.
- xiii. Warranty. The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contract further guarantees that if, during a period of one year from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his own cost.

## 6. PRICING SHEETS

The quoted price is for complete renovation of the Municipal Court Lower Level – Renovation.

### **100A (Courtroom Area)**

1. Remove anchors from concrete floor;
2. Repair all damaged metal framing;
3. Remove all floor anchors;
4. Sheetrock repair;
5. Paint;
6. Base; and
7. Carpet.

### **105A (Waiting/Drug Screening Area)**

1. Remove entry door with glass and replace with solid door
2. Paint;
3. Base; and
4. Carpet.

### **106A (Probation 2 Area)**

1. Add three foot (3') door metal interior door (left hand swing) to access existing cashier room
2. Paint
3. Base
4. Carpet
5. Replace damaged and missing ceiling tiles

### **107A (Probation 1 Area)**

1. Add three foot (3') door metal interior door (left hand swing) to access existing bathroom;
2. Paint;
3. Base;
4. Carpet; and
5. Replace damaged and missing ceiling tiles

**108X (ATT/Client Area)**

1. Repair all metal framing;
2. Sheetrock repair;
3. Paint;
4. Tile;
5. Base; and
6. Replace damaged and missing ceiling tiles.

**109A (ATT/Client Area)**

1. Sheetrock repair;
2. Paint;
3. Tile;
4. Base; and
5. Replace damaged and missing ceiling tiles.

**110A (ATT/Client Area)**

1. Sheetrock repair;
2. Paint;
3. Tile;
4. Base; and
5. Replace damaged and missing ceiling tiles.

**111E (Employee Bathroom Area)**

1. Remove door and close in with solid wall and paint.

**112A (Cashier Area)**

1. Remove entry door from hallway and close in;
2. Sheetrock repair;
3. Paint;
4. Base;
5. Carpet Replace glass at payment window with bullet proof glass; and
6. Wire for buzzer on outside of payment window.

**116A (Lobby Area)**

1. Center three foot (3') door in line with wall in Waiting/Drug Screen Area;
2. Sheetrock Repair;
3. Paint;

4. Tile;
5. Base; and
6. Replace damaged and missing ceiling tiles.

**119A (Corridor Area)**

1. Add three foot (3') door (use door from **Employee Bathroom Area**) at end of hallway;
2. Paint;
3. Tile;
4. Base; and
5. Replace damaged and missing ceiling tiles.

The quoted price is for complete renovation of the Municipal Court Upper Level – Renovation.

**UPPER LEVEL ENTIRE FLOOR**

1. Sheetrock repair;
2. Paint;
3. Tile;
4. Base;
5. Add a wall to create a partition; and
6. Replace damaged and missing ceiling tiles.

**PRICING SHEET (CONTINUED)**

<b>NAME OF AREA</b>	<b>NUMBER</b>	<b>COST</b>
COURTROOM AREA	100A	\$ _____
WAITING/DRUG SCREENING AREA	105A	\$ _____
PROBATION 2 AREA	106A	\$ _____
PROBATION 1 AREA	107A	\$ _____
ATT/CLIENT AREA	108X	\$ _____
ATT/CLIENT AREA	109A	\$ _____
ATT/CLIENT AREA	110A	\$ _____
EMPLOYEE BATHROOM AREA	111E	\$ _____
CASHIER AREA	112A	\$ _____
LOBBY AREA	116A	\$ _____
119A CORRIDOR AREA	119A	\$ _____
<b>TOTAL COST FOR LINE ITEMS (11)</b>	<b>COST</b>	<b>\$ _____</b>
<b>UPPER LEVEL FLOOR</b>	<b>COST</b>	<b>\$ _____</b>
<b>TOTAL COST FOR UPPER &amp; LOWER LEVEL – RENOVATIONS</b>	<b>TOTAL COST</b>	<b>\$ _____</b>

**SEE LEGEND BELOW CONCERNING INTERIOR FINISHES:**

**PAINT COLORS:**

FLAT PAINT SW7683  
 SEMIGLOSS PAINT SW7683  
 FLAT PAINT SW7699  
 FLAT PAINT SW7699  
 FLAT PAINT SW7699  
 EGGHELL PAINT SW7683

**REMARKS:**

WALL PAINT UNLESS OTHERWISE NOTED  
 ALL TRIM PAINT INCLUDING DOOR CASINGS  
 WALLS  
 WALLS  
 WALLS  
 WALLS

**LOCATIONS:**

GENERAL WALLS  
 GENERAL TRIM  
 BOTH PROBATION OFFICES  
 WAITING DRUG SCREENING AREA  
 CASHIER AREA  
 ALL THREE (3) BATHROOMS

FLAT PAINT SW7683

WALLS BEHIND JUDGE AND UP TO PEWS ONLY COURTROOM – SEE REMARKS

CARPET TILE LINEWEIGHT TILE 5T114/COUACHE 13761 INSTALL IN ASHLAR PATTERN COURTROOM – ALL  
 CARPET TILE STIPLE TILE 5T116/GOUACHE 13761 INSTALL IN HERRINGBONE PATTERN BOTH PROBATION OFFICES  
 CARPET TILE STIPLE TILE 5T116/GOUACHE 13761 INSTALL IN HERRINGBONE PATTERN WAITING DRUG SCREENING AREA  
 CARPET TILE STIPLE TILE 5T116/GOUACHE 13761 INSTALL IN HERRINGBONE PATTERN CASHIER AREA CARPET TILE STIPLE

TILE – MILOS AMANI GRAY MATTE 12X24 PATTERN 1/3X1/3X1/3 STAGGARD GROUT MAPEI 02 PEWTER  
 SECURITY CHECKPOINT  
 BOTH CORRIDORS  
 THREE (3) CLIENT OFFICES

TILE – MILOS AMANI GRAY MATTE 8X32 HERRINGBONE PATTERN ONLY IN THIS SPACE WITH SAME TILE AS BORDER  
 AROUND IT/GROUT MAPEI 02 PEWTER  
 LOBBY ENTRY AREA SPACE ONLY  
 SEE SKETCH

VINYL WALL BASE  
 SCHOLARSHIP 28 CARPET

VINYL WALL BASE FOR ALL ROOMS  
 883 WARM CHESTNUT

ALL BASE  
 UPPER LEVEL ENTIRE FLOOR

**7. INSURANCE & RISK MANAGEMENT PROVISIONS**

**INSURANCE & RISK MANAGEMENT PROVISIONS**

- 7.1.1. **INSURANCE REQUIREMENTS:** Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to the City of Stockbridge. Insurance coverage must be current from time of award through the period of final acceptance from City of Stockbridge. The following requirements shall apply.
- 7.1.2. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to City of Stockbridge, as evidenced by return receipts of registered or certified letters.
- 7.1.3. Each respondent shall submit with the quote, evidence of insurability satisfactory to the City as to form and content. Either of the following forms of evidence are acceptable:
- 7.1.4. A letter from an insurance company stating that upon your firm/company being the successful Quoteder/respondent that a Certificate of Insurance shall be issued in compliance with the Insurance Requirements outlined below.
- 7.1.5. A Certificate of Insurance complying with the Insurance Requirements outlined below.
- 7.1.6. Upon award, the Contractor must maintain, at their expense, insurance in at least the following amounts and types outlined below. Any and all Insurance and Bonds required by this 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.
- 7.1.7. The Contractor shall insure that the Request for Quote/Proposal number and Project Description appear on the Certificate of Insurance.
- 7.1.8. The Certificate of Insurance shall identify the Certificate Holder as:

City of Stockbridge – Finance Department  
 Attn: Purchasing Specialist  
 4640 North Henry Boulevard  
 Stockbridge, GA 30281

**6.2. WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)**

EMPLOYER'S LIABILITY	BY ACCIDENT - EACH ACCIDENT	-	\$500,000.
INSURANCE	BY DISEASE - POLICY LIMIT	-	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	-	\$500,000

**6.3. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

**6.4. BUSINESS AUTOMOBILE LIABILITY INSURANCE**

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

- 6.5. **UMBRELLA LIABILITY**  
 (In excess of above noted coverage's)      Each Occurrence      -      \$2,000,000
  
- 6.6. **FIDELITY BOND**  
 (Employee Dishonesty)      Each Occurrence      -      \$ 100,000

**Insurance in no way Limits the Liability of the Respondent.**

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The successful contractor will agree to indemnify, save harmless and defend the City, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the contractor shall not be liable for any damages resulting from the sole negligent or intentional acts or omission of the City and its employees, agents or representatives.

**THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.**

**COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**8. STATE OF GEORGIA**

**CITY OF STOCKBRIDGE**

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

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

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

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_, 2018 in Stockbridge, Georgia.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent  
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY of \_\_\_\_\_,  
2018.

\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC

**9. REFERENCE AND RELEASE FORM**

List at least five (5) references for the Prime Contractor and each proposed subcontractor using a separate Reference and Release Form for each. Provide the information requested in the form below for the contact person who will verify the Contractor's experience and ability to perform the type of services listed in the quote.

CONTRACTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

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CONTRACTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

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CONTRACTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

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CONTRACTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

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CONTRACTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PROJECT TITLE & PROJECT NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE OF WORK: \_\_\_\_\_ %

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**10. ATTACHMENT 1**

**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 Consultant \_\_\_\_\_ Sub-Consultant \_\_\_\_\_

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 Proposal for this Project.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**(ATTACH COPY OF LICENSE)**