



REQUEST FOR PROPOSAL

FOR

City of Douglasville – Signage + Wayfinding Phase I

I-20 at Fairburn Road Interchange Primary Gateway

RFP 2020-006

ISSUE DATE: October 1, 2020

DUE DATE: November 11, 2020

I. GENERAL PROJECT INFORMATION AND BACKGROUND: The City of Douglasville (the “City”) is seeking Proposals from qualified vendors to furnish and install the proposed primary gateway signage for the I-20 at Fairburn Road Interchange. The City has hired Sky Design, (the City’s Representative) as owner’s representative to facilitate the signage installation.

II. SCOPE OF SERVICES: The project includes but is not limited to the following:

A. Review

1. Verify all site conditions with regard to the fabrication and installation before manufacture of signage. Any conditions that would impede the proper and timely completion of the work should be presented to the City’s Representative.
2. Confirm each sign location with the City’s Representative and locate via stake and flag for verification.
3. Coordinate and confirm all requirements from the Georgia Department of Transportation with the City’s Representative for the installation of the signage.
4. Obtain the necessary permits required by the Georgia Department of Transportation.
5. Notify the City’s representative of any discrepancies in the design documents or graphics schedule as well as discrepancies in field dimensions or field conditions (drainage pipes, etc.) that would require changes in sign construction details. All discrepancies should be brought to the attention of the City’s representative prior to production.
6. Address any conflicting conditions with signage that are not coordinated prior to the manufacturing of the scope of work, in the punch list phase.

B. Engineering

1. Coordinate with a structural engineer to verify footings for the proposed signage. A Professional Engineer’s stamp and signature is to be obtained when necessary to comply with permits and/or codes.
2. Ensure that signage is designed to withstand wind pressure loading to meet or exceed all current code requirements for the State of Georgia and the City of Douglasville. In addition to the signage internal framework providing maximum capacity to avoid any surface oil canning, curvature, or deviations.
3. Design, fabricate, and install component parts to provide for expansion and contraction over a temperature range for the material of 150 degrees Fahrenheit (83.3 degrees Celsius), without buckling, oil canning, sealant joint failure, glass breakage, undue stress on members or anchors, and other detrimental effects.

C. Artwork

1. Enlarge and reduce supplied artwork images, where necessary. Any discrepancies after enlarging or reducing vs. original artwork are to be addressed with the City's Representative prior to reproduction. Refer to the design documents for reference as to what artwork will be provided. Electronic artwork for contractors used in shop drawings would not be submitted, except for custom created logos, icons, typography, etc. Artwork for general fabrication items will not be submitted so please account for this in your time frames and general costs.

D. Submittals

1. Provide color samples, material samples, submittals, copy layouts, and working drawings for approval by the City's Representative and City prior to manufacturer. Full size copy layouts will also be required as needed.
 - a. Responsible for providing shop drawings for each of the disciplines contained within and are to include all necessary dimensions drawn to scale, details, internal mechanicals, joint connections, hidden connections, anchorage to footings, section views as needed, etc. These must be submitted as one comprehensive package to be reviewed and approved prior to beginning any construction. Scans or copies of the enclosed design documents with contractor title block will not be accepted for approval as working drawings.
 - b. Responsible for all aspects of fabrication including engineering, installation techniques and performance, as well as coordination with site contractors and related trades.
 - c. Provide three samples of each color to be submitted to the City's Representative and City on minimum 4"x4" plate. One will be returned; the others will be retained for file references. All paints used must retain a minimum 5-year warranty for interior and exterior signage. This includes no cracking, flaking, or fading. Exterior paints should be 2-part catalyst hardened urethane, base coat, topcoat, satin finish unless otherwise specified.
 - d. Provide mock-ups. Samples required for review and approval and approval will be listed on Bid Summary Form.
 - e. Provide three vinyl samples of each color to be submitted to the City's Representative as a minimum 4"x4" submittal. All vinyl is to be 3M Scotchcal graphic vinyl, or Gerber equivalent. First surface application unless otherwise specified on drawings.
 - f. Provide one proof of each inkjet graphic to be submitted at full-size. For large format graphics, a minimum 12" x 12", full size portion should be submitted, along with a smaller-scaled full layout of each design/image. Proofs are to be of equal or greater reproduction quality than the original artwork provided. All inkjet graphics are to be printed on 3M material or equivalent using pigment-based ink to prevent fading and discoloration. If necessary, laminates on printed vinyl are to be 3M material or equivalent. All inkjet graphics to be

matte laminated, unless otherwise specified. Warranty information for all inkjet applications to be provided at no less than five years. If a matte laminate is specified for use over printed wallcovering, then a liquid laminate must be used. All submittals must be provided on the material specified, along with the laminate (if specified), for approval.

E. Materials

1. Ensure all wood, stone, brick, or brick veneer components are sealed to protect against decay, mildew, and discoloration.
2. Confirm all aluminum components and panels have a minimum wall thickness of .125" or greater.
3. The interior of all illuminated cabinets is to be painted bright white.

F. Construction Phase

1. Install Post and Panels in concrete or pavement via core drill footing and backfill where required.
2. Coordinate all breakaway details with the City's Representative to conform to the Georgia Department of Transportation standard requirements.
3. Set pin mounted letters in Hilti epoxy or equivalent to deter theft and vandalism. Establish and maintain coordinating procedures. Also, set exterior pin mounted letters in Hilti epoxy or equivalent and seal with silicone or equivalent waterproofing sealer.
4. Confirm that signage design and installation conform to all federal, state, and city regulations and ordinances.
5. Responsible for submitting drawings to the proper agencies for review and approval prior to construction and to obtain the necessary permits and approvals prior to construction.
6. Footings to be Georgia stamped engineered footings with backfill to bring grade level to the sign base.
7. Include and perform all priming work as needed for wall covering/graphics unless specifically stated as an exclusion in the vendor bid.
8. Complete the final electrical hook-up.
9. Include painted aluminum trimcap for all lit channel letters.

G. Signage Protection

1. Coordinate protection of all signs until punch list is completed.
2. Responsible for all equipment used to install signage, including but not limited to lifts, swing stages, equipment vehicles, and temporary attachments.
3. Ensure that all penetrations into all concrete, precast columns, beams, or building facades do not affect the structural integrity of the reinforcement within. Should any damage occur to signage and/or structures as a result of the signage installation process, it is your continued responsibility to manage the resolution process with all necessary parties until an agreed-upon solution is reached and damage is repaired.
4. Waterproofing measures would need to be coordinated with the City's Representative

and installed for the proposed signage.

H. Warranty Phase

1. Coordinate and monitor the resolution of remaining “punch-list” items.
2. Warrants work against failure due to faulty materials, workmanship, and design for a period of ten years from date of substantial completion.
3. Fading, cracking, oil canning, peeling. Delaminating, rusting, corroding. And structural failure, including distortion will be construed to mean failure due to faulty materials and workmanship.
4. All products, materials, adhesive, paints, etc. shall be covered by the standard manufactured warranty. Failures during the warranty period shall be repaired or replaced to the satisfaction of the City.

All Local, County, State, and Federal codes and regulations must be followed.

Once a contract is executed between the City of Douglasville, GA and the successful Proposer, the successful Proposer will be required to deliver the services required by this RFQ by the members of the proposed project team. The City of Douglasville, GA must first approve any change in or substitution of project team members, including any consultant, in writing.

I. Proprietary Information

Sky Design (the City’s Representative) shall have the right to include a credit line on completed designs or any visual representation of drawings, models, sketches, photographs, etc. created by Sky Design in the development of this signage program. The credit shall be included in any publication of the designs by the City or by others.

III. PROCUREMENT PROCESS AND INFORMATION

A. Request for Proposal Documents

All RFP documents are available in electronic format at the City of Douglasville website.

B. Availability of Request for Proposal

The RFP is open to all qualified candidates and is available free of charge.

C. Request for Information

All requests for information and clarifications regarding this project shall reference the above invitation name and submitted be via e-mail to thompsonm@douglasvillega.gov **no later than October 19, 2020 at 2PM**. Questions and answers will be issued in the form of an addendum to all interested and will be available on the city’s website (under RFPs/RFQs), www.douglasvillega.gov. It is the proposer’s responsibility to check the website for any addenda issued for this RFQ.

D. Pre-proposal Meeting, Site Visit and Existing Documents Review

A pre-proposal Conference will be held **October 9, 2020 at 11:00 AM, at 6701 Church Street, Douglasville, GA 30134**. All firms intending to respond to this Request for Proposal must attend.

E. Communication

From the issue date of this (RFP) solicitation until a successful proposer is selected and announced, proposers are forbidden to communicate about this solicitation or this Project for any reason with any members of the City of Douglasville administration and government, except for submission of questions as instructed in the RFP, or during the pre-proposal conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

F. RFP Timeline

RFP ESTIMATED TIMELINE	
Owner issues public advertisement of RFP	October 1, 2020
Pre-proposal meeting with site visit following	October 9, 2020 11:00 PM
Deadline for written questions/requests for clarification	October 19, 2020 at 4:00PM
Publish responses to questions	October 23, 2020
Deadline for submission of Proposals	November 11, 2020 2:00 PM
Interviews by Selection Committee (If Required)	November 19, 2020
Selection recommendation to City Council for approval	January 7, 2021 (Tentative)

G. Submittal Date and Information

All bids must be delivered to the City of Douglasville, 6701 Church Street, Douglasville Georgia 30134, no later than November 11, 2020 at 2:00 PM. **Any Bid received after that time will not be considered for award.**

1. Submit one (1) original, three (3) hard/printed-out copies and one (1) electronic copy-thumb drive to the City of Douglasville front desk, in a sealed envelope, clearly addressed and labeled as follows:

Attn: Marcus Thompson, 6701 Church Street, Douglasville GA 30134

RFP #2020-006: City of Douglasville – Signage + Wayfinding Phase I

2. Also submit an electronic copy of the complete package in pdf format 5MB in size or less in a CD or thumb drive, or via email to: procurement20@douglasvillega.gov. The

electronic submittal must include a reference to City of Douglasville – Signage + Wayfinding Phase I. The entire submittal should be submitted as one (1) file. Please do not submit individual documents or sections separately. Please do not submit individual documents or sections separately.

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines to the correct location; the City cannot accept responsibility for incorrect deliveries, regardless of reason.

Submittal envelopes will be stamped with date and time of reception and this is the information that will be considered to determine timely submittals and not the required electronic versions submitted via e-mail. No submittals will be accepted after the date and time stipulated above.

A list of firms submitting responsive Proposals will be available on City of Douglasville RFP/RFQ website after stated deadline.

Every proposal shall include price for all labor and materials, including the cost of payment bond and performance bond, as well as unclassified site work. Proposals shall be accompanied by a bid bond in an amount of 5% of the bid. A performance bond and a payment bond, each in the amount of 100% of the contract sum and for the term of the contract, will be required from the successful proposer. Proposals may not be withdrawn for a period of 60 days after the due date for receipt of proposals.

All proposals must be accompanied by a Certificate of Insurance to include General Liability Insurance with limits of no less than \$1 million per occurrence and \$2 million aggregate, and a general liability umbrella policy with a limit of no less than \$10 million aggregate; Worker's Compensation coverage as provided by Georgia law; Temporary Facilities and Equipment, and Builder's Risk Insurance. All bonds and insurance policies shall be written by surety companies with an overall A.M. Best rating of A- (Excellent) or better, and which is listed in the U.S. Treasury Circular 570, and also which are licensed to do business in the State of Georgia. Said policies shall provide for jurisdiction and venue in Douglas County, Georgia, for resolution of any disputes.

Proposals may be withdrawn by written or email request, provided such withdrawals are received prior to the time and date of the opening. **Prior to Notice to Proceed. Contractor shall present a Liability Insurance Certificate naming the City of Douglasville as an Additional Insured.** Contractor shall be responsible for all injuries or damages of any kind resulting from work, to persons or property.

All expenses for preparing and submitting responses are the sole cost of the party

submitting the response. The City is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the City. Labeling information provided in submittals “proprietary” or “confidential” or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The City of Douglasville reserves the right to waive any and all technicalities, formalities, or irregularities. The City may reject the Bid of any vendor that has previously failed to perform properly or complete on time, contracts of a similar nature with the City of Douglasville or if the proposer has within the last 5 years:

- a. Failed to complete on time a similar contract due to delays caused by the proposer or non-conforming work performed by the proposer; or
- b. Incurred criminal sanctions against company or any current proposer officer; or
- c. Had its bonding company pay a claim against proposer’s payment or performance bond, due to proposer’s failure to perform.

H. Proposal Response Information

Provide the following Qualifications Information:

1. Proposer’s Information

- a. Firm name, address, and telephone number
- b. Primary local contact person(s) and telephone number(s)
- c. Total number of firm's local full-time employees
- d. Year firm established
- e. Firm’s billings for the last three fiscal years
- f. Firm's billing for the current fiscal year
- g. Listing and description of all current litigation involving the firm
- h. Listing and description of all litigation history for the local firm since and including 2015
- i. Copy of the most recent completed years audited financial Statements (Income Statement and Balance Sheet) for the firm
- j. Letter of commitment from Surety or sureties regarding bonding capacity and availability
- k. If the proposer is an entity, a certificate of existence from the Georgia Secretary of State.

2. Experience:

- a. Over five years of business operation is required.
- b. Provide a list of projects over \$70,000 completed in the last 2 years. Include: size, cost, total fee, time to complete, description, images and cost of contractor change orders.
- c. Provide examples of your experience as a prime contractor in handling custom signage installation projects similar to this project (OR other public and private projects that indicate similar experience). For each of these projects:
 - 1) Provide photographs
 - 2) Provide an owner reference familiar with your performance on the project. It is the Proposer's responsibility to ensure that the listed contact and phone number are current.
 - 3) Provide at least 3 client references and contact information.
 - 4) List the individual who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator. Please note whether this individual is still employed with your firm.
- d. At a minimum, the signage fabricator must be able to provide the following in-house services:
 - 1) Pre-Construction: Engineering, CAD Services, Contract Documents, Cost Analysis.
 - 2) Construction: 75% of all primary fabrication is to occur in-house including all metal fabrication, routing, forming, welding, and all general assembly. Only secondary graphic functions such as silk-screening, etching, casting, laser cutting of raw goods, etc. may take place out of house.
 - 3) Implementation: Construction Management, Project Coordination, Assembly, and Installation.
- e. At a minimum, the fabricator must meet the following fabrication and/or warranty criteria:
 - 1) Pin mounted letters should be set in Hilti epoxy or equivalent to deter theft and vandalism and sealed with silicone or equivalent waterproofing sealer.
 - 2) Fabrication and installation must conform to all federal, state, and city regulations and ordinances. It is the responsibility of the fabricator to submit drawings to the proper agencies for the review and approval prior to construction. It is also the responsibility of the fabricator to obtain the necessary permits and approvals prior to construction

- 3) Fabricator to coordinate protection of all signs until punch list is completed by the City.
- 4) Fabricator warrants work against failure due to faulty materials, workmanship, and design for a period of three years from date of substantial completion. Fading, cracking, oil canning, peeling, delaminating, rusting, corroding, and structural failure, including distortion, will be construed to mean failure due to faulty materials and workmanship.
- 5) All products, materials, adhesive, paints, etc. shall be covered by standard warranty. Failures during the warranty period shall be repaired or replaced to the satisfaction of the City.

3. Statement of Firm's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.

4. Staffing Management

1. Provide a proposed Organizational Chart which identifies individual names and areas of responsibility.

2. Please designate the specific individuals to fill the following key roles on your team:

- a) Project Executive
- b) Project Manager
- c) Superintendent
- d) Cost Estimator
- e) Other (please describe, if applicable.)

3. Please provide for each of the above personnel:

- a) Current resumes listing relevant project experience.
- b) Percent of time to be committed to this Project.

4. Please identify the individual who, *from project start to finish*, will be the leader of your construction team and the principal point of contact between your firm and the City and City's Representative and other consultants. This individual's competence, leadership, and ability to achieve *customer satisfaction* will be heavily considered in the selection of the contractor.

F. Evaluation of proposals and presentation

The evaluation by the Selection Committee will be based on the Selection Criteria listed below. The City will appoint a committee of key staff members (Selection Committee) to review each response to this RFP and provide a rank list of all the proposers.

1. Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience, and recent experience on projects of similar nature and complexity to the proposed project. Points: 15

2. Experience/Performance – Review of past performance on City of Douglasville projects or other projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; overall responsiveness to Owner’s needs. Points: 25

3. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy, and responsiveness to the required information of the request for proposals. This should include a preliminary Project schedule by task and milestones that will be used to procure the Project. Provide in detail the services your firm will be providing. Points: 10

4. Fee Proposal– Points: 50

The selection committee members will each review the responses to the RFP’s and provide a score for each based on the selection criteria above. The selection committee will convene and summarize the points earned by each proposer, then establish a list of proposers found by the selection committee to have submitted proposals reasonably susceptible of being selected for award. The selection committee shall select proposers to be invited to provide a presentation of their proposal(s) to the selection committee.

G. General Conditions

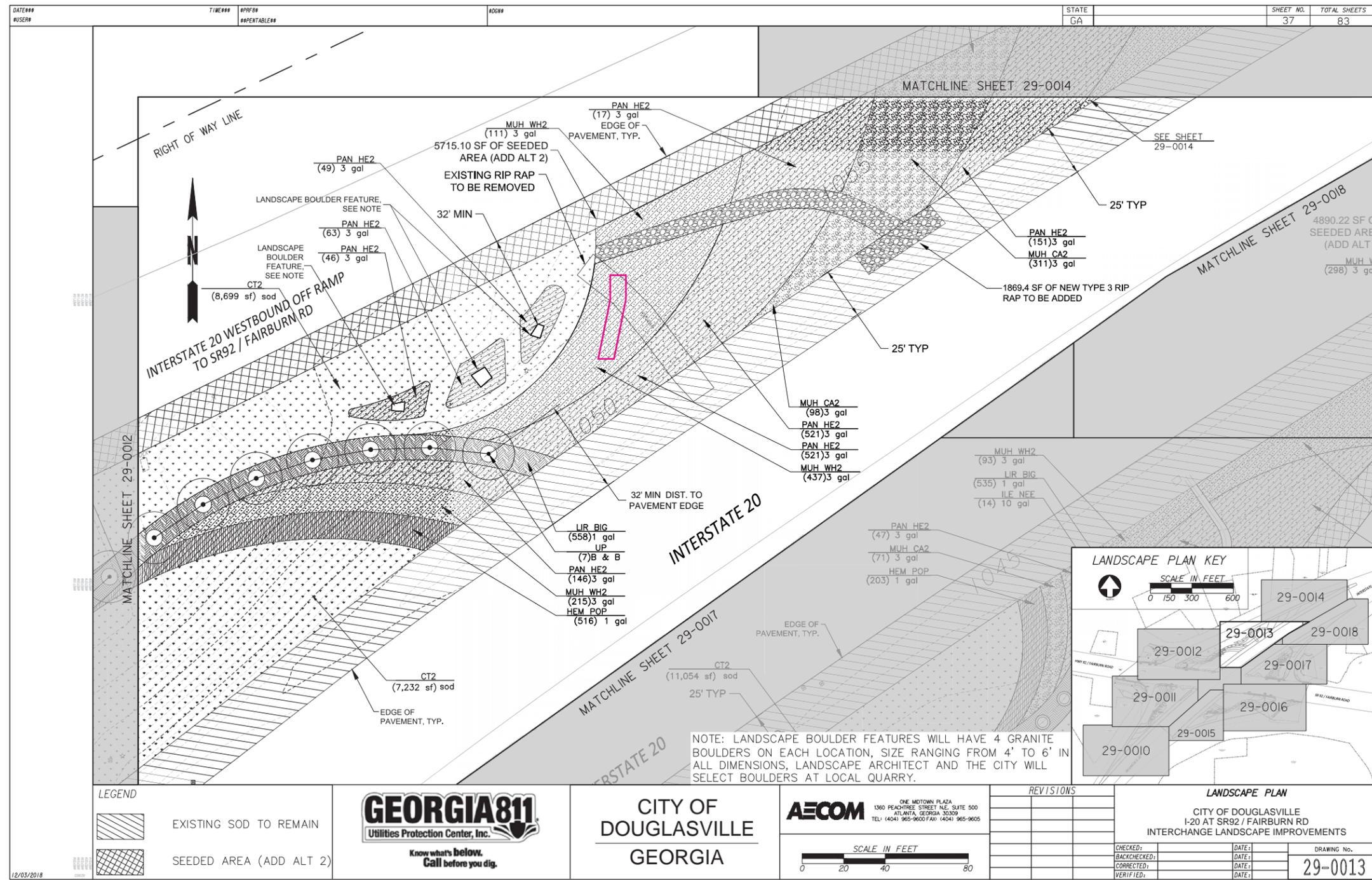
Upon submission of a bid, the bidder hereby certifies on behalf of his company or organization that:

1. This proposal is genuine and not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation.
2. This proposal is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation.
3. The proposer has not directly or indirectly induced or solicited any other proposer to submit a false or sham bid.
4. The proposer has not solicited or induced any person, firm, or corporation to refrain from proposing.
5. The proposer has not sought by collusion to obtain for itself any advantages over any other bidder or over the City of Douglasville.

3. EXHIBITS

- a) Exhibit "A" – Primary Gateway Sign Location Analysis
- b) Exhibit "B" – Primary Gateway Sign Renderings and Drawings
- c) Exhibit "C" – Fee Proposal
- d) Exhibit "D" – Bond Attachment
- e) Exhibit "E" – Disclosure Statement
- f) Exhibit "F" – Certification Form
- g) Exhibit "G" – Contractor's Oath
- h) Exhibit "H" – Contractors and Subcontractors affidavits of compliance with the Georgia Security and Immigration Act
- i) Exhibit "I" – Attach Corporate of Existence

EXHIBIT A: PRIMARY GATEWAY SIGN LOCATION ANALYSIS



"Contractor shall follow all associated GDOT specifications and policies for the project construction activities. Deviations from GDOT's specifications and policies will not be excepted without prior approval from GDOT."

PROJECT #: 31549.00

TITLE: City of Douglasville Signage + WF

SIGN TYPE: A - Primary Gateway

REV.#: DATE: DRAWN BY:

#0 06.18.2020 LW/AM/TC

EXHIBIT B: PRIMARY GATEWAY SIGN RENDERINGS AND DRAWINGS



SPECIFICATIONS

MATERIALS:

- A - FABRICATED ALUMINUM CABINET (P6), WITH 2" INSET FACE PANEL PAINTED (P7), RETURNS WITH INTERNAL LED LIGHTING AND TRANSLUCENT ACRYLIC RETURNS AROUND ENTIRE PERIMETER OF INSET CABINET FOR WASH LIGHTING
- B - FABRICATED, 1" DEEP LETTERS, PAINTED (P1) STUD-MOUNTED TO (B)
- C - FABRICATED ALUMINUM CABINETS TO CREATE LOGO WITH 2" INSET PANELS, PAINTED (P1, P2, P3, P4, P5) SUPPORTED AND MECHANICALLY FASTENED TO 2" STOCK ALUMINUM POSTS (M3) AND CABINETS

INSTALL:

- ALL STRUCTURAL COMPONENTS TO BE VERIFIED BY ENGINEER
- ALL SIGNS REQUIRE COORDINATION WITH CONTRACTOR PRIOR TO INSTALLATION
- SOME SIGN LOCATIONS WILL INSTALL IN HARDSCAPE
- ALL DIMENSIONS TO BE FIELD VERIFIED BY ENGINEER
- BACKFILL AS REQUIRED
- CONCRETE FOOTING TO BE VERIFIED BY STRUCTURAL ENGINEER
- ELECTRICAL POWER TO BE COORDINATED
- INTERNAL FRAMING AS NEEDED FOR STRUCTURAL PURPOSES
- OIL CANNING, BENDING, FLEXING OF SIGN COMPONENTS WILL BE REJECTED

NOTES:

1. ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.
2. FABRICATOR TO FIELD VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO FINAL PRODUCTION AND ENGINEERING.
3. VENDOR WILL NEED TO COORDINATE WITH LANDSCAPE ARCHITECT FOR GRADING PRIOR TO INSTALL.
4. SIGN IS ILLUMINATED.

BID DEDUCT:

- 2. 1" DEEP FABRICATED LETTERS BECOME 3/4" THICK ALUMINUM STUD-MOUNTED TO FACE
- 3. LOGO HAS TONAL PAINTED BORDER ACCENTS IN LIEU OF INSET ON TOP AND BOTTOM

55 IVAN ALLEN JR. BLVD, SUITE 100 ATLANTA, GA 30308 P: 404.688.4702 F: 404.688.2255 W: SKYDESIGNGRAPHICS.COM

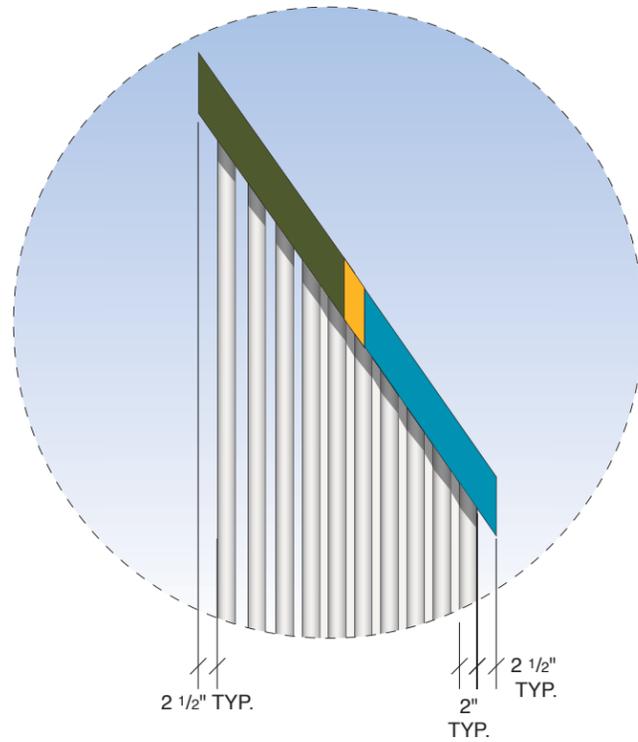
skydesign

PROJECT #: 31549.00

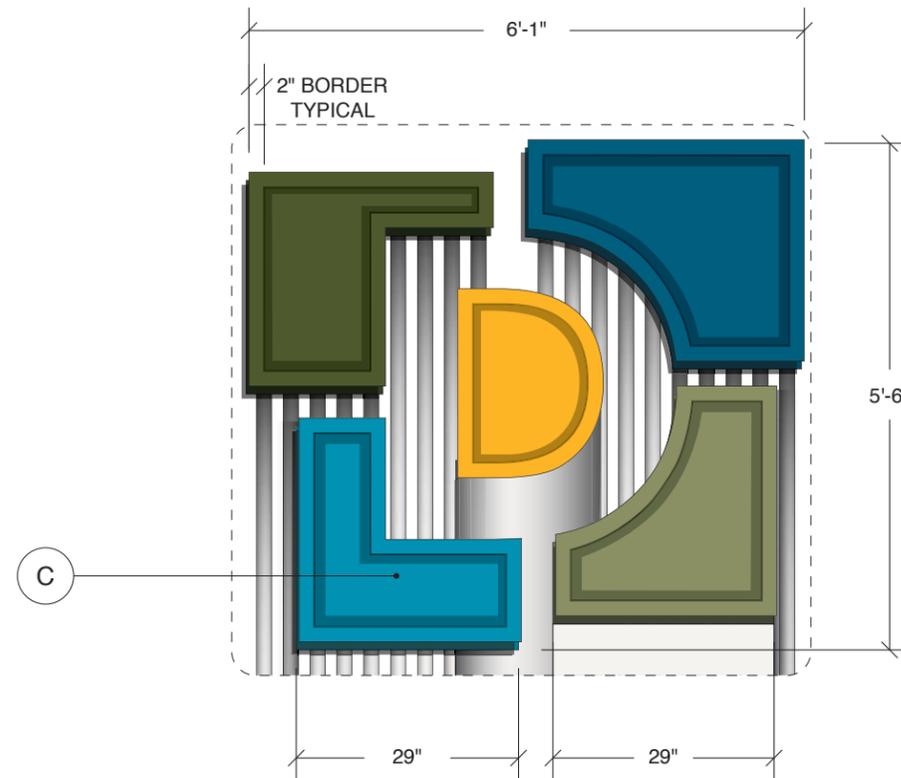
TITLE: City of Douglasville Signage + WF

SIGN TYPE: A - Primary Gateway

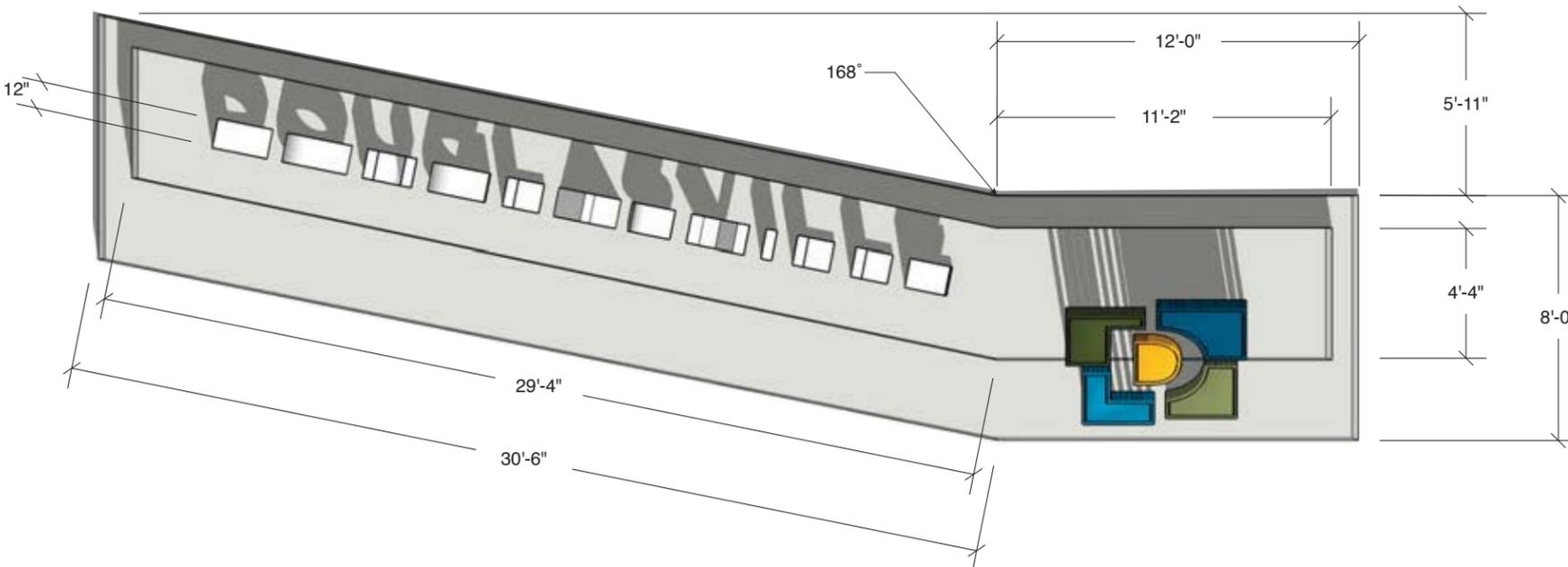
REV.#: DATE: DRAWN BY:
#0 06.18.2020 LW/AM/TC



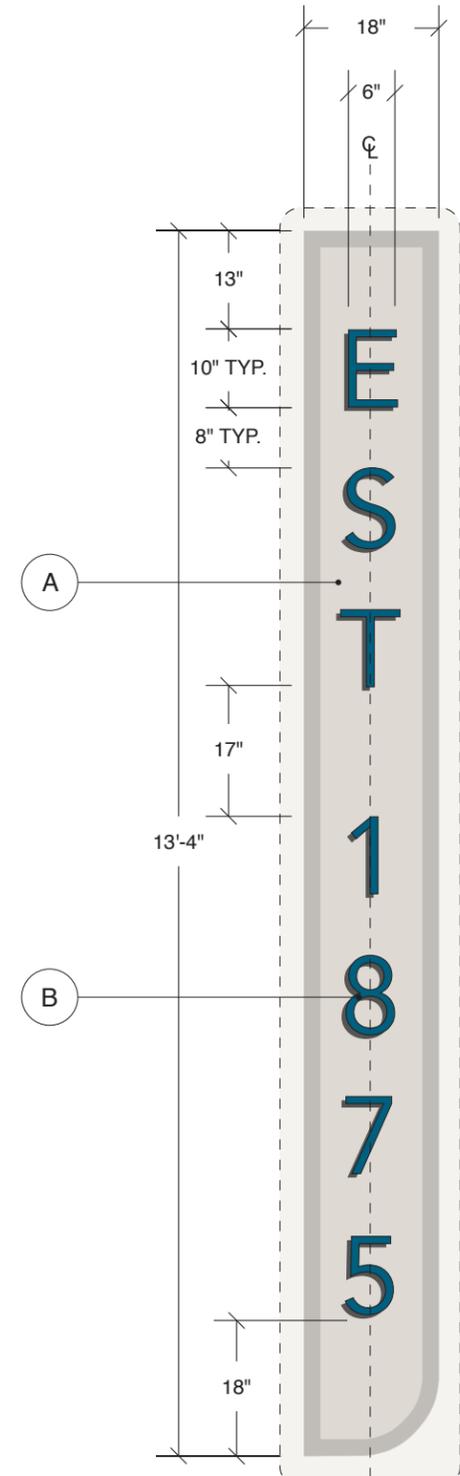
3 Detail
SCALE: 1/2" = 1'-0"



4 Detail
SCALE: 1/2" = 1'-0"



1 A.1 - Primary Gateway - Plan View
SCALE: 3/16" = 1'-0"



2 Detail
SCALE: 1/2" = 1'-0"

SPECIFICATIONS

MATERIALS:

A - FABRICATED ALUMINUM CABINETS TO CREATE LOGO WITH 2" INSET PANELS, PAINTED (P6) SUPPORTED AND MECHANICALLY FASTENED TO 2" STOCK ALUMINUM POSTS (M3) AND CABINETS

B - 2" ROUND STOCK ALUMINUM POSTS, PAINTED (P6)

INSTALL:

- ALL STRUCTURAL COMPONENTS TO BE VERIFIED BY ENGINEER
- ALL SIGNS REQUIRE COORDINATION WITH CONTRACTOR PRIOR TO INSTALLATION
- SOME SIGN LOCATIONS WILL INSTALL IN HARDSCAPE
- ALL DIMENSIONS TO BE FIELD VERIFIED BY ENGINEER
- BACKFILL AS REQUIRED
- CONCRETE FOOTING TO BE VERIFIED BY STRUCTURAL ENGINEER
- ELECTRICAL POWER TO BE COORDINATED
- INTERNAL FRAMING AS NEEDED FOR STRUCTURAL PURPOSES
- OIL CANNING, BENDING, FLEXING OF SIGN COMPONENTS WILL BE REJECTED

NOTES:

1. ALL LOCATIONS WILL REQUIRE ADDITIONAL REVIEW TO DETERMINE EXACT ORIENTATION AND PLACEMENT.
2. FABRICATOR TO FIELD VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO FINAL PRODUCTION AND ENGINEERING.
3. VENDOR WILL NEED TO COORDINATE WITH LANDSCAPE ARCHITECT FOR GRADING PRIOR TO INSTALL.
4. SIGN IS ILLUMINATED.

BID DEDUCT:

4. REDUCE QUANTITY OF POSTS BY 50%

55 IVAN ALLEN JR. BLVD., SUITE 100 ATLANTA, GA 30308 P: 404.688.4702 F: 404.688.2255 W: SKYDESIGNGRAPHICS.COM

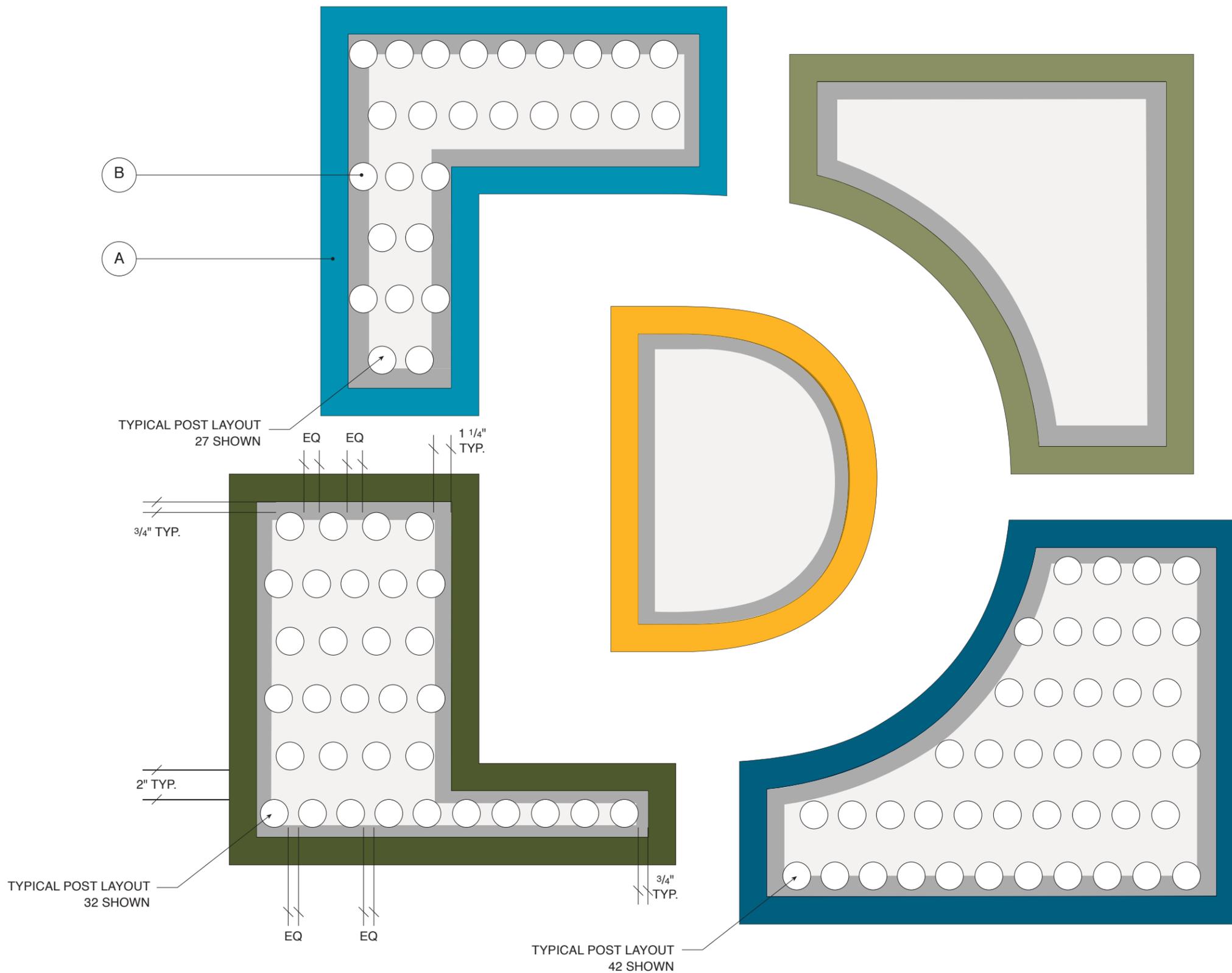
skydesign

PROJECT #: 31549.00

TITLE: City of Douglasville Signage + WF

SIGN TYPE: A - Primary Gateway

REV.#: DATE: DRAWN BY:
#0 06.18.2020 LW/AM/TC



2 Detail - View from Beneath
SCALE: 1 1/2" = 1'-0"

EXHIBIT C:

FEE PROPOSAL

We/I have thoroughly examined the drawings and specifications and agree to furnish the City of Douglasville with

_____ , according to the drawings and specifications. Any deviation from the specifications shall be listed as an exception on the bid sheet and explained.

Total Base Bid Price for all items/service: _____ (Lump sum bid must add up to the total on page 11).

Price good through: _____

Date: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Printed name of person completing proposal: _____

Signature: _____

Title: _____

BASE BID BREAKOUT

DESCRIPTION OF WORK	SCHEDULED VALUE
Demo	
Installation	
Subtotal: Exterior Site	
Additional Costs (i.e. Engineering)	
Applicable Permits	
Applicable Taxes	
Shipping	

GRAND TOTAL

BID DEDUCT

DESCRIPTION OF WORK	SCHEDULED VALUE
Demo	
Installation	
Subtotal: Exterior Site	
Additional Costs (i.e. Engineering)	
Applicable Permits	
Applicable Taxes	
Shipping	

GRAND TOTAL

EXHIBIT D: ATTACH BOND HERE.

EXHIBIT E: PROPOSER’S DISCLOSURE STATEMENT

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (City of Douglasville) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, the City of Douglasville shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include a Disclosure Statement with your submittal** which answers the following specific questions:

1. Describe any business transactions occurring within the prior two years between your firm and the City of Douglasville or the ultimate end-user of the proposed project.

<Insert Response Here>

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the City of Douglasville or the end-user of the proposed project within the prior one-year period.

<Insert Response Here>

3. A *conflict of interest or potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person’s relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with the City of Douglasville or the end-user of this project.

<Insert Response Here>

This Disclosure Statement should be dated and signed by an authorized signer for the proposer and submitted with the Proposer’s Submittal as a deliverable.

Name of Firm

Authorized Signature

Date

Printed Name and Title of Authorized Broker



EXHIBIT F:

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the City of Douglasville may, by means that the City of Douglasville deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the City of Douglasville or their Brokers may contact any individual or entity named in the RFQ for the purpose of verifying the information supplied therein.

I acknowledge and agree that all the information contained in the RFQ is submitted for the express purpose of inducing the Owner to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

SWORN AND SUSCRIBED BEFORE ME

This _____ (day) of _____ (month) _____ (year)

NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

_____ N

NOTARY SEAL

EXHIBIT G:

CONTRACTOR'S BIDDING OATH

We, the undersigned do hereby swear under oath that regarding the subject work, we have not violated OCGA subsection 36-91-21(d) by preventing or attempting to prevent competition in bidding, by preventing or endeavoring to prevent anyone from making a bid or proposal therefor by any means whatever, nor by inducing another to withdraw a bid or proposal for the work.

Further, if the contractor is a partnership, all of the partners and any officer, agent, or other person who may have represented or acted for the contractor in bidding for or procuring the contract are shown and signed below. If the contractor is a corporation, all officers, agents, or other persons who may have acted for or represented the corporation in bidding for or procuring the contract are shown and signed below.

Sworn or affirmed this _____ day of _____, 2019

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

EXHIBIT H: CONTRACTORS AND SUBCONTRACTORS AFFIDAVITS OF COMPLIANCE WITH THE GEORGIA SECURITY AND IMMIGRATION ACT

Georgia Security and Immigration Compliance.

Compliance with the requirements of O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300- 10-1-.02 are conditions of this contract. Contractor certifies that it has the following number of employees (check one appropriate box):

500 or more employees, or

100 or more employees, or

fewer than 100 employees,

as identified in O.C.G.A. 13-10-91. In the event the Contractor employs or contracts with any subcontractor(s) in connection with this contract, the Contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor. The contractor’s compliance with the requirements of O.C.G.A. 13-10-91 and Rule 300-10-1-.02 is attested by the execution of the contractor affidavit as shown in Rule 300-10- 1-.07, or a substantially similar contractor affidavit, which document is attached to this Contract, and is a part of this Contract.

In the event the Contractor employs or contracts with any subcontractor(s) in connection with this contract, the Contractor will secure from such subcontractor(s) attestation of the subcontractor’s compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the subcontractor’s execution of the subcontractor affidavit shown in Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the City at any time. Such subcontractor affidavit shall become a part of any contractor/subcontractor agreement.



CONTRACTOR AFFIDAVIT AND AGREEMENT REGARDING GEORGIA SECURITY AND IMMIGRATION COMPLIANCE.

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 contracting with the City of Douglasville has registered with and is participating in a federal work authorization program* [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], 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 subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Douglasville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor 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 Douglasville at the time the subcontractor(s) is retained to perform such service.

Company ID Number: EEV/Basic Pilot Program*

Authorization Date

Name of Contractor

Name of Project

City of Douglasville

Name of Public Employer

Signature by Authorized Officer or Agent

Date

Printed Name of Authorized Officer/Agent of Contractor

Title of Authorized Officer/Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE ____ DAY OF _____, 20 ____

Notary Public

My Commission Expires: _____

SUBCONTRACTOR AFFIDAVIT FOR GEORGIA SECURITY AND IMMIGRATION COMPLIANCE.

By executing this affidavit, the undersigned subcontractor 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 (name of contractor)_____

_____ on behalf of the City of Douglasville has registered with and is participating in a federal work authorization program* [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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

Company ID Number: EEV/Basic Pilot Program*

Authorization Date

Name of Subcontractor

Name of Project

City of Douglasville

Name of Public Employer

Signature by Authorized Officer or Agent

Date

Printed Name of Authorized Officer/Agent of Subcontractor

Title of Authorized Officer/Agent of Subcontractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE ___ DAY OF _____, 20___

Notary Public

My Commission Expires: _____

EXHIBIT I: ATTACH CERTIFICATE OF CORPORATE EXISTENCE HERE.

END OF RFP