

CITY OF FOREST PARK
MAYOR & CITY COUNCIL AGENDA
REGULAR MEETING
July 6, 2020

ANGELYNE BUTLER
MAYOR

Kimberly James
Mayor Pro-Tem Ward 1

Dabouze Antoine
Ward 2

Hector Gutierrez
Ward 3



FORESTPARK

Latresa Akins-Wells
Ward 4

Allan Mears
Ward 5

**The Meeting will be held via Zoom
Join Zoom Meeting**

<https://us02web.zoom.us/j/87960419749?pwd=aVdUd2lYZFZUNGhQd3VlRTViN0FmZz09>

Password: 706534

Or by telephone:

Dial: (301) 715-8592

Meeting ID/Webinar ID: 879 6041 9749

Password: 706534

Regular Meeting 6:00 P.M.

- I. Call to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Roll Call
- V. Approval of Minutes
 1. Regular Meeting of Mayor and Council on June 15, 2020
 2. Special Called Meeting of Mayor and Council on June 29, 2020
- VI. **Agenda Items:**
 1. City Manager's Report
 2. COVID-19 Update
 3. Consider a Resolution by the City Council of the City of Forest Park declaring certain city property to be surplus property.

**CITY OF FOREST PARK
MAYOR & CITY COUNCIL AGENDA
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July 6, 2020**

Background and Summary: The Human Resources Department would like to declare the items listed in Exhibit A as surplus. The items are either broken or non operable and occupying space that can be better utilized.

4. Discussion on Hours of Operation for the Parks and Recreation Department.

Background and Summary: The Parks and Recreation Department would like to make adjustments to the hours of operation and rental hours.

5. Consider an increase to the Parks and Recreation Membership for Non Residents.

Background and Summary: The Parks and Recreation Department would like to increase the monthly membership fee for Non Forest Park Residents.

6. Consider a Resolution by the City Council of the City of Forest Park declaring certain city property to be surplus property.

Background and Summary: The Office of the City Manager would like to declare the items listed in Exhibit A to be surplus property and to provide for its proper disposal wither by auction or other methods pursuant to the city's ordinances; and for other purposes.

7. Consider Adopting a Resolution Recognizing Juneteenth as a City-Wide Holiday.

Background & Summary: As the nation moves to become more inclusive of the Black culture many cities and counties have voted to adopt the recognition of Juneteenth as a holiday. Many corporations and cities allowed employees paid holidays off this past Juneteenth and have already set in place paid holiday time for this day. As the nation moves towards being more inclusive, the City should consider ways to show its racial sensitivity!

8. Ethics Board Discussion

**CITY OF FOREST PARK
MAYOR & CITY COUNCIL AGENDA
REGULAR MEETING
July 6, 2020**

Background and Summary: Karen-Brandee Williams and other former Ethics Board members whose term expired in January would like to address the council with concerns.

9. Consider Approving an Amendment to the Ethics Board Ordinance.

Background and Summary: This amendment to the Ethics Board Ordinance would provide a ward appointment for each ward.

10. Consider Appointing Ethics Board Members for Vacant Positions.

Background and Summary: The terms have expired for the Ethics Board Members. New board member needs to be appointed.

11. Swearing in of Zoning Commission Members.

12. Consider a Task Order to assist the City of Forest Park with its Zoning Ordinance.

Background and Summary: The Collaborative Firm, ...LLC has prepared a Task Order based on TCF's Professional Service Agreement signed January 3, 2020, to assist the City of Forest Park in updating its Zoning Ordinance to align with the future land use policy of the Comprehensive Plan and the City's vision of the LCI Master Plan (programmed for update 2020/2021).

13. Discussion on Procurement Ordinance and Procedures Handbook.

14. Open Discussion

15. Consider the approval for a 6 month emergency contract for citywide sanitation services proposed by Safe Sanitizing Solutions.

VII. Executive Session for Personnel, Litigation, Real Estate and Legal Matters

VIII. Public Comment Period – During this time public comment has been modified. Please do the following:

CITY OF FOREST PARK
MAYOR & CITY COUNCIL AGENDA
REGULAR MEETING
July 6, 2020

- Go to www.slido.com
- Use Event Code: **Code will be provided**
- Submit questions or comments to the governing body no later than Monday @ 12:00 noon and they will respond to as may questions possible during this public comment period.
****Please include your full name and address when submitting questions.**

IX. Comments by Governing Body

X. Adjournment

STATE OF GEORGIA
CITY OF FOREST PARK

RESOLUTION NO. _____

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FOREST PARK
DECLARING CERTAIN CITY PROPERTY, LISTED ON "EXHIBIT A", TO BE
SURPLUS PROPERTY AND TO PROVIDE FOR ITS PROPER DISPOSAL EITHER BY
AUCTION OR OTHER METHODS PURSUANT TO THE CITY'S ORDINANCES; AND
FOR OTHER PURPOSES.**

WHEREAS, City Code Section 3-1-21 permits the Council to determine when it is in the best interest of the city to sell or otherwise dispose of any property belonging to the city, not needed for public use or that may have become unsuited for public use; and

WHEREAS, pursuant to City Code Section 3-1-21, it shall be the duty of the governing body to declare when such items should be disposed, and to list or describe the real property to be sold, and all personal property, the estimated resale value of which shall exceed five hundred dollars (\$500.00), to be sold at public auction or by formal written contract to the highest responsible bidder, after reasonable notice inviting proposals and surplus property of the city with an estimated resale value of five hundred dollars (\$500.00) or less may be sold at the discretion of the purchasing agent by negotiated sale without advertisement and the acceptance of bids; and

WHEREAS, various City Departments have provided a list of City surplus items to the City Manager, attached as "**Exhibit A**" to this resolution; and

WHEREAS, the City Manager has determined that it is in the best interest of the City to surplus such items, and has requested that such items become surplus and disposed of in the most appropriate manner.

NOW THEREFORE, be it resolved by the Mayor and Council of the City of Forest Park that the items listed on "**Exhibit A**", attached to this resolution, be declared surplus and be disposed of in the most appropriate manner.

Section 1. That the City Manager cause the items to be disposed of either by auction or pursuant to City Ordinances.

Section 2. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional for any reason by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution and such remainder shall remain in full force and effect.

Section 3. This Resolution shall be in full force and effect immediately upon and after its final passage.

Resolved this ____ day of _____, 2020.

Angelyne Butler, Mayor

Kimberly James, Council Member
Ward One

Dabouze Antoine, Council Member
Ward Two

Hector Gutierrez, Council Member
Ward Three

Latresa Wells, Council Member
Ward Four

Allan Mears, Council Member
Ward Five

ATTEST:

City Clerk

(THE SEAL OF THE CITY OF
FOREST PARK, GEORGIA)

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

<u>Item #</u>	<u>Item Description</u>	<u>Quantity</u>
n/a	Bookcases	2
n/a	Desk	1
n/a	Cart	1
n/a	Small Wood Shelf (broken)	1
n/a	2 Drawer wood File cabinet	1
n/a	Red Coference room chairs	7
n/a	Blue Guest Chairs	10
n/a	Gray Table	1
n/a	small brown desk	1
n/a	Old Shredder not operable	1
n/a	Typewriter not operable	1
n/a	Desk Lamp not operable	1
n/a	Small Cherry Wood End Table	1
n/a	small book shelf (broken)	1
1238174	Black Chair	1
1237528	Old Monitor	1
n/a	Gray Plastic Folding Table	1
12635	Shelf	1
n/a	Old Time Clock	1
n/a	Misc Box	1
n/a	Large Pictures	9
n/a	Think Center Tower	1
15756	Tower	1
n/a	Digital Answering Machine	1
S3269A6UMJGBRZ1	Think Center Tower	1
1238051	Monitor	1
n/a	Mouse, Stapler, Pics	1
BYOSM820600138	Tripp Lite 2440	1
15757	scanner	1
n/a	Optiplex 360 Tower	1
15795	Monitor	1
n/a	Monitors	2
n/a	Box of various cords	1
n/a	Old speakers	1
11SOC69622ZVJ89p	Tower	1
459055	Tower	1
n/a	scanners	2
n/a	Random Computer pieces and parts from tower	1

July 6, 2020 Regular Meeting Parks and Recreation Proposals Agenda Items 4 & 5.

Please be advise the parks and recreation department would like to make some adjustments to the hours of operation and the prices for memberships. The hours Of operation would take affect in Aug. the rental hours in July and fee increase in Oct...

We are looking to adjust the hours for the recreation center as follows:

Monday-Friday 8am/9pm
Saturday 9am/6pm
Sunday closed

The Senior center hours:
Monday-Friday 8am/5pm

We are adjusting the rental hours:
Monday-Thursday 8am/9pm
Friday-Saturday 8am/12am
Sunday 10am/8pm

Our membership fees for nonresident are \$40 yearly. I'm looking to Adjust the fees to the following monthly:

Adults \$20
17 and under \$15
Seniors 55 and older \$10 (yearly)

STATE OF GEORGIA
CITY OF FOREST PARK

RESOLUTION NO. _____

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FOREST PARK
DECLARING CERTAIN CITY PROPERTY, LISTED ON "EXHIBIT A", TO BE
SURPLUS PROPERTY AND TO PROVIDE FOR ITS PROPER DISPOSAL EITHER BY
AUCTION OR OTHER METHODS PURSUANT TO THE CITY'S ORDINANCES; AND
FOR OTHER PURPOSES.**

WHEREAS, City Code Section 3-1-21 permits the Council to determine when it is in the best interest of the city to sell or otherwise dispose of any property belonging to the city, not needed for public use or that may have become unsuited for public use; and

WHEREAS, pursuant to City Code Section 3-1-21, it shall be the duty of the governing body to declare when such items should be disposed, and to list or describe the real property to be sold, and all personal property, the estimated resale value of which shall exceed five hundred dollars (\$500.00), to be sold at public auction or by formal written contract to the highest responsible bidder, after reasonable notice inviting proposals and surplus property of the city with an estimated resale value of five hundred dollars (\$500.00) or less may be sold at the discretion of the purchasing agent by negotiated sale without advertisement and the acceptance of bids; and

WHEREAS, various City Departments have provided a list of City surplus items to the City Manager, attached as "**Exhibit A**" to this resolution; and

WHEREAS, the City Manager has determined that it is in the best interest of the City to surplus such items, and has requested that such items become surplus and disposed of in the most appropriate manner.

NOW THEREFORE, be it resolved by the Mayor and Council of the City of Forest Park that the items listed on "Exhibit A", attached to this resolution, be declared surplus and be disposed of in the most appropriate manner.

Section 1. That the City Manager cause the items to be disposed of either by auction or pursuant to City Ordinances.

Section 2. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional for any reason by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution and such remainder shall remain in full force and effect.

Section 3. This Resolution shall be in full force and effect immediately upon and after its final passage.

Resolved this ____ day of _____, 2020.

Angelyne Butler, Mayor

Kimberly James, Council Member
Ward One

Dabouze Antoine, Council Member
Ward Two

Hector Gutierrez, Council Member
Ward Three

Latresa Wells, Council Member
Ward Four

Allan Mears, Council Member
Ward Five

ATTEST:

City Clerk

(THE SEAL OF THE CITY OF
FOREST PARK, GEORGIA)

APPROVED AS TO FORM:

City Attorney

EXHIBIT A	
Blue Standing Chair	6
Blue Desk Chair	1
Maroon Desk Chair	1
Wooden Conference Table	1
Wooden Desk	1

RESOLUTION NO. _____

ESTABLISHING JUNETEENTH AS CITY HOLIDAY

WHEREAS, news of the end of slavery did not reach the frontier areas of the United States, in particular the State of Texas and the other Southwestern States, until months after the conclusion of the Civil War, more than 2 ½ years after President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863;

WHEREAS, on June 19, 1865, Union soldiers, led by Major General Gordon Granger, arrived in Galveston, Texas, with news that the Civil War had ended and the enslaved were free;

WHEREAS, African Americans who had been slaves in the Southwest celebrated June 19, commonly known as “Juneteenth Independence Day”, as inspiration and encouragement for future generations;

WHEREAS, African Americans from the Southwest have continued the tradition of observing Juneteenth Independence Day for more than 150 years;

WHEREAS, Juneteenth Independence Day began as a holiday in the State of Texas and is now celebrated in 46 States and the District of Columbia as a special day of observance in recognition of the emancipation of all slaves in the United States;

WHEREAS, Juneteenth Independence Day celebrations have been held to honor African-American freedom while encouraging self-development and respect for all cultures;

WHEREAS, the faith and strength of character demonstrated by former slaves and the descendants of former slaves remain an example for all people of the United States, regardless of background, religion, or race; and

WHEREAS, slavery in the United States was not officially abolished until the ratification of the 13th Amendment to the Constitution of the United States in December 1865;

WHEREAS, the Mayor and Council of the City of Forest Park recognizes the historical significance of Juneteenth Independence Day to the United States;

WHEREAS, the Mayor and Council of the City of Forest Park supports the continued nationwide celebration of Juneteenth Independence Day to provide an opportunity for the people of the United States to learn more about the past and to better understand the experiences that have shaped the United States; and

WHEREAS, the Mayor and Council of the City of Forest Park recognizes that the observance of the end of slavery is part of the history and heritage of the United States.

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

SECTION 1. Establishment of Juneteenth as City Holiday. The Mayor and Council hereby designates June 19 of each year hereafter as Juneteenth Day and such day shall be a holiday for all of the residents of the City of Forest Park.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park. A copy of this Resolution shall be delivered to members of the Forest Park legislative delegation and made available for distribution to the public and the press.

SECTION 3. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 6th day of July, 2020.

Mayor Angelyne Butler

Council Member Kimberly James, Ward 1

Council Member Dabouze Antoine, Ward 2

Council Member Hector Gutierrez, Ward 3

Council Member Latresa Wells, Ward 4

Council Member Allan Mears, Ward 5

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF FOREST PARK, GEORGIA TO REVISE THE CODE OF ETHICS FOR OFFICIALS; TO PROVIDE FOR A COMPLAINT AND HEARING PROCESS WITH RESPECT TO ALLEGED VIOLATIONS OF THE CODE; TO PROVIDE FOR DISCIPLINE; AND FOR OTHER PURPOSES.

IT IS HEREBY ORDAINED by the Governing Authority of the City of Forest Park:

Section 1. Section 2-6-7(a) The Code of Ordinances, City of Forest Park, Georgia is hereby amended by replacing said section with a new Section 2-6-7(a) as shown on Exhibit A.

Section 2. In the event any word, phrase, sentence or paragraph is determined by a court of competent jurisdiction to be unconstitutional, the offending provisions shall be severed from the ordinance and the remaining words, phrases, sentences and paragraphs shall continue in effect as fully as though no challenge had been brought, it being the intent of the Council that severability be applied to the maximum extent allowed by law.

Section 3. All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. This ordinance shall be effective immediately upon its adoption.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO ORDAINED this _____ day of _____, 2020.

Mayor Angelyne Butler

Council Member Kimberly James, Ward 1

Council Member Dabouze Antoine, Ward 2

Council Member Hector Gutierrez, Ward 3

Council Member Latresa Wells, Ward 4

Council Member Allan Mears, Ward 5

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

Sec. 2-6-7(a)

- (a) Each member of the board shall be appointed by the Mayor and Council, with one (1) member being from each of the five (5) wards of the city. All members of the board shall serve until their successors are appointed. The members of the Board of Ethics shall designate one of their members as Chairperson and another member as Recording Secretary.



To: City of Forest Park

Date: June 30, 2020

From: Michael Hightower

Attn:

Project: City of Forest Park Zoning Ordinance

BACKGROUND INFORMATION

The Collaborative Firm, LLC has prepared this Task Order (TO) to assist the City of Forest Park with its Zoning Ordinance pursuant to the Professional Services Agreement dated January 3, 2020 between the City of Forest Park and The Collaborative Firm. Services for this agreement is effective _____ . Please see attached Scope of your

Fee Estimate

The budget below includes staff time and expenses necessary to perform the scope of work outlined above.

<u>Description</u>	<u>Estimated Budget</u>
Staff time to be billed monthly	\$115,000.00

Authorization:

As our authorization to proceed with the scope of work, schedule and fee structure outlined herein, please sign in the space provided below and return one copy to this office for our records.

The City of Forest Park

Authorized by: _____

Title: _____

Print Name: _____

Date: _____

The Collaborative Firm, LLC

Authorized by: _____

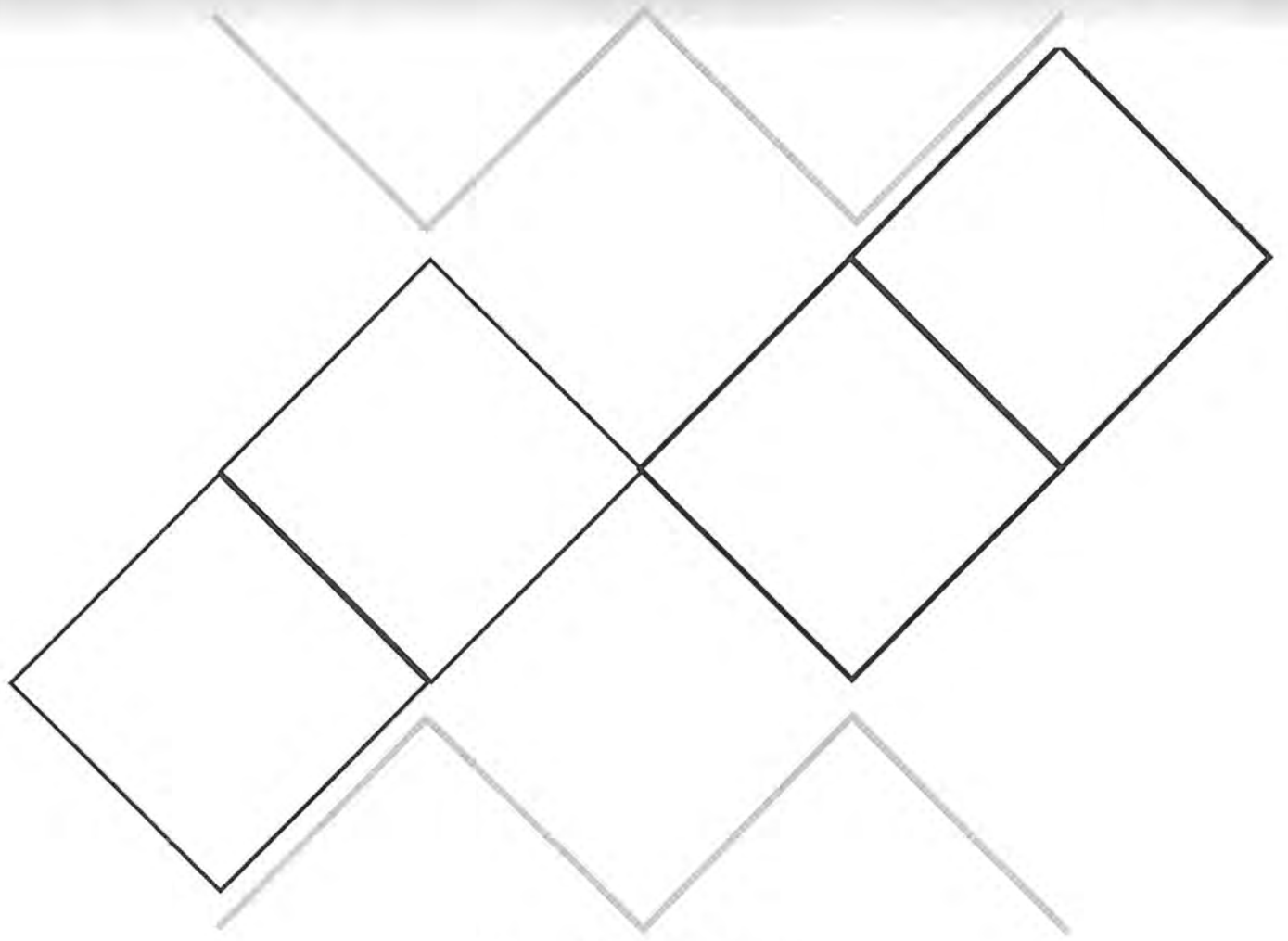
Title: _____

Print Name: _____

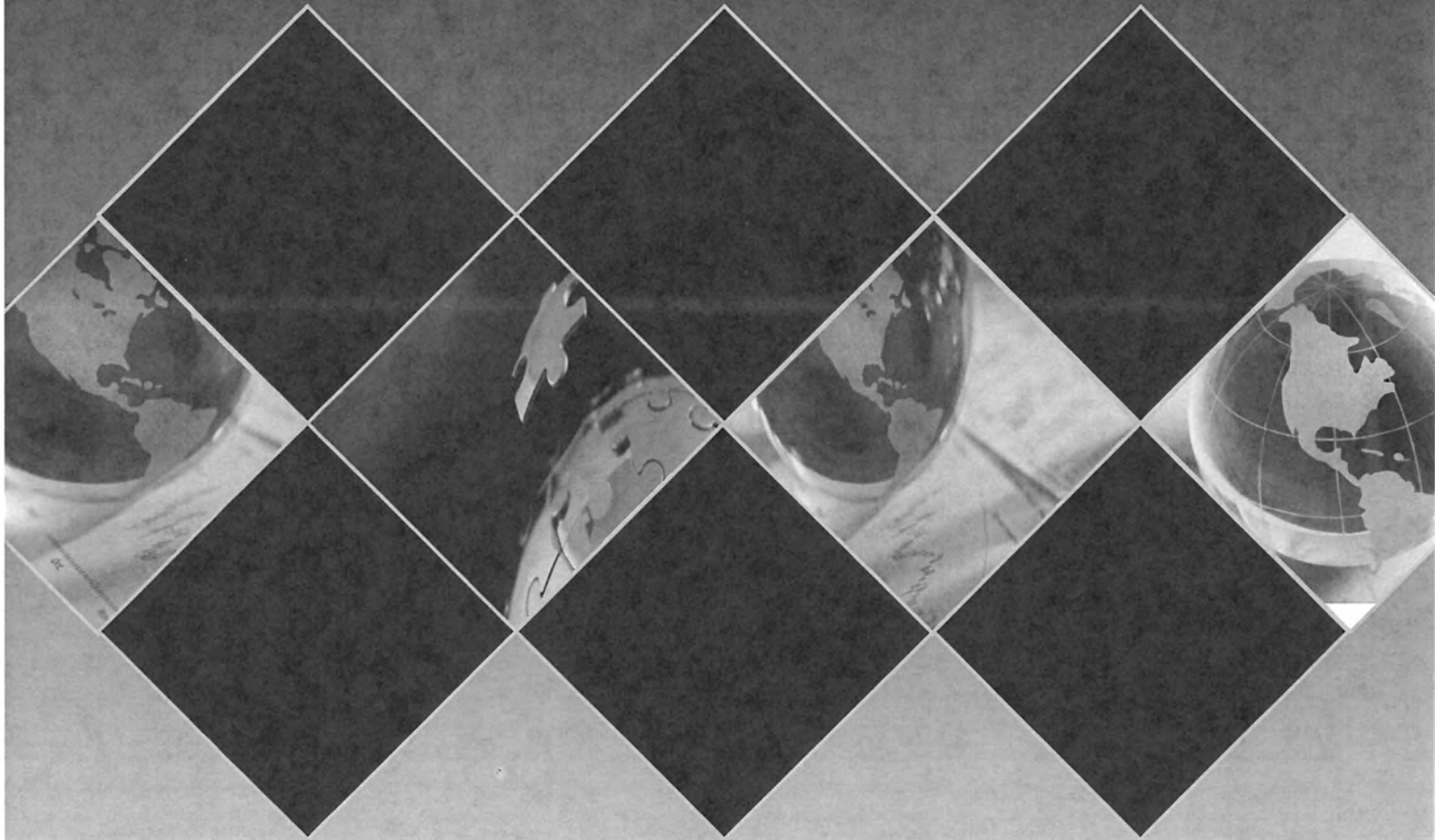
Date: _____

Scope of Work:

The Collaborative Firm will provide the services listed above for a Lump Sum fee of \$_____, which is based upon approval by the City of Forest Park.



Task Order
Zoning Ordinance Update
for the City of Forest Park
Cost Proposal
June 09, 2020



Section I

Executive Summary and Cost Proposal

Task Order Request

TCF serves as planning consultant under the Professional Services Agreement signed January 3, 2020. The City of Forest Parks seeks to update its Zoning Ordinance to better achieve the future land use policy of the Comprehensive Plan and the City vision of the LCI Master Plan (programmed for update 2020/2021). We will utilize our successful past experiences, best practices from similar communities, as well as input from City staff, officials, and development community to update the zoning code.

Statement of Approach

The Collaborative Firm's approach will involve field work and an assessment of how the current zoning ordinance enables or inhibits the built environment envisioned by City policy. Our work will also assess how zoning regulations interface with development, property maintenance and business license ordinances.

- Task 1:** Project Management & Kick Off
- Task 2:** Analysis and Needs Assessment
- Task 3:** Develop New Code Regulations and Guidance Documents
- Task 4:** Stakeholder Input
- Task 5:** Project Deliverables

Cost Proposal

	Task/Deliverables	
Task 1	Project Management & Kick-off: Data Collection, Field Assessment, Mgt Meetings, Reporting	4,000
Task 2	Analysis & Needs Assessment	12,000
Task 3:	Develop New Zoning Code, Administrative Structures & User Guides	75,000
Task 4	Stakeholder Input: Two virtual meetings, promotion, fact sheets, web content, interviews	18,000
Task 5	Deliverables: Technical Memos, Zoning Ordinance, Document Guides	6,000
	TOTAL	115,000
	NOTE: Fee does not include review by external land use attorney or Municode codification	
	Add-Service: Land Use Attorney Legal Review of Ordinance	6,000

Added-Value

With over 15 years of experience, our team of professionals have an extensive background working with city, county and state governmental entities at the policy and executive levels, as well as with private sector partners. This experience establishes our Firm as being uniquely qualified to provide effective solutions to its clients and partners. Our professionals have led numerous public projects, which include comprehensive plans, zoning ordinance updates, overlay district preparation, design guidelines, Livable Centers Initiative (LCI) studies, redevelopment plans, public involvement initiatives, and planning and zoning staff extension/outsourcing.

Our Firm specializes in providing local governments with qualified staff members to meet their unique needs. In addition to project based planning work, we offer complete planning department outsourcing, staff augmentation, and on call expertise. We have provided planning services for a number of cities and counties, inclusive of Clayton County (10+ years) and City of College Park (11+ years).

The Collaborative Firm brings an understanding of the surrounding South Metro area that is unmatched. Our staff has a high level of familiarity with the geography and planning issues and opportunities facing South Metro, while relevant to the context of the greater Atlanta region, are unique. Through our professional engagements and contributions to community activities and organizations, we have demonstrated a commitment to the South Metro area and its diverse population.

The Collaborative Firm is a qualified professional firm that specializes in planning services. Our team offers several areas of added value, that extends beyond the requirements of the scope of work. Over the past 15 years, our firm's planning practice has become deeply rooted in South Metro. Within those 15 years, our firm has staffed numerous city and county planning and zoning departments including, but not limited to:

- Clayton County
- City of College Park
- City of Fayetteville
- Union City
- City of Fairburn



Owner: Michael Hightower
Org. Type: Limited Liability Company
Headquarter Address:
The Collaborative Firm, LLC.
1514 East Cleveland Avenue, Suite 82
East Point, Georgia 30344

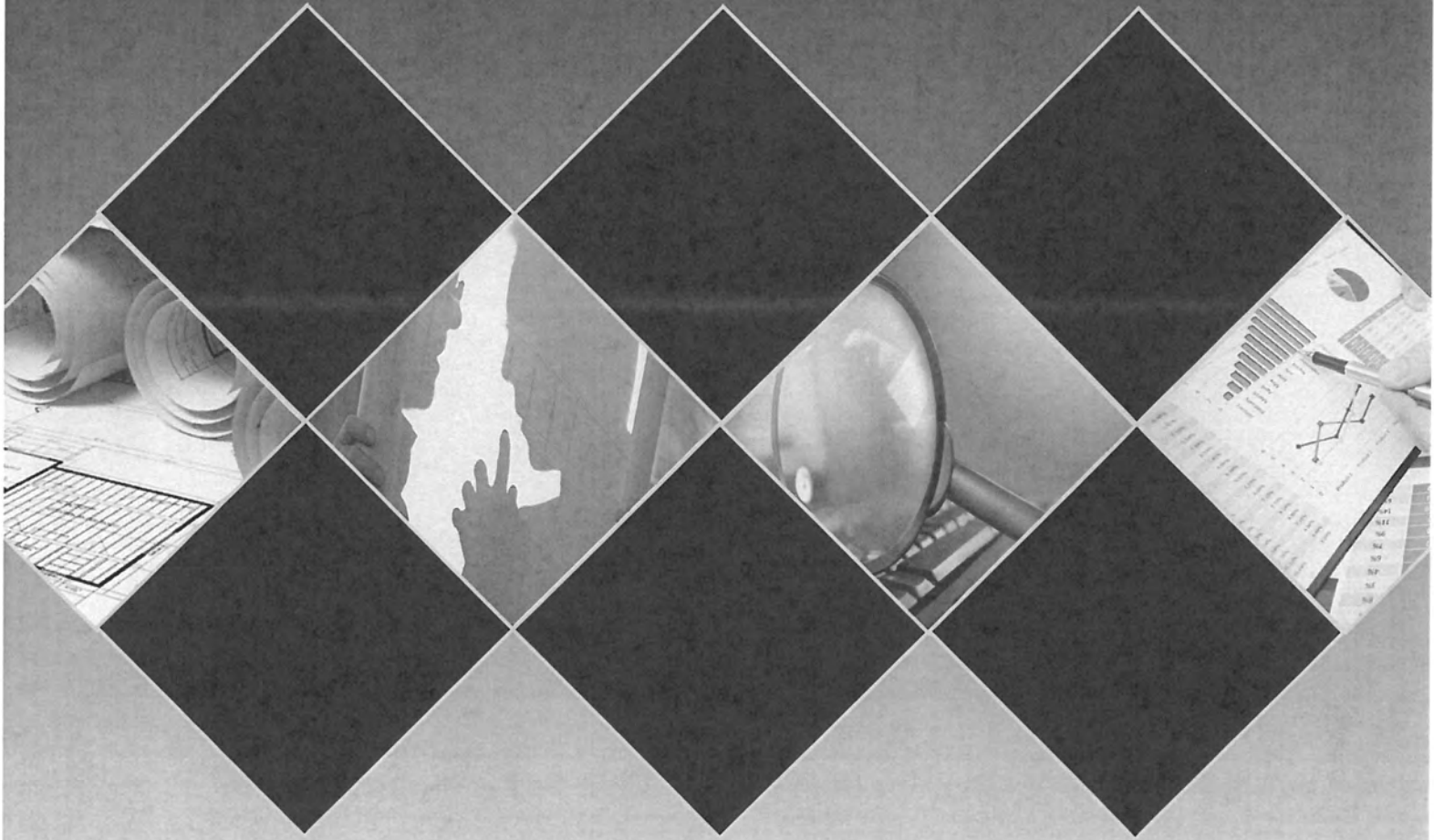
Year Established: 2001
Number of Employees: 21
Contact:
Phone: (404) 684-7031
Fax: (404) 684-7033
Website: www.tcfatl.com

- ☐ **Planning and Zoning Services:** With over 15 years of experience, our team recognizes the importance of active stakeholder participation in community planning, and integrates significant community outreach programming into corridor studies, zoning ordinances, master plans, comprehensive plans, capital improvement plans and preparation of design guidelines and overlay districts. Our planning staff has a strong educational and exceptional project experience background in the field. They are continually developing their expertise by participating in workshops, seminars, and certification programs. Additionally, our planners are deeply rooted in the cities and counties in which our clients are located, and they recognize the importance of tailoring the approach to best serve the client and their community needs.

- ☐ **Program Management:** We are pleased to provide complete program management solutions to ensure timely delivery of projects while exceeding expectations from a cost and quality perspective. The Firm specializes in providing its clients with services that span the entire life-cycle of a project, from planning and design to post-construction.

- ☐ **Economic Development:** Our team provides expertise in analyzing and assessing local market conditions and trends to help communities identify and realize their full potential for economic growth and expansion. We have a multifaceted team that combines experience in economic development planning, marketing, public policy analysis, strategic planning, entrepreneurship, and small business development programs with our distinct resources to suit the specific needs and services of each client.

- ☐ **Community Outreach:** Our community outreach professionals provide critical stakeholder outreach and communication services to support the wide range of projects performed and communities served by our Firm. Our team employs a variety of traditional and nontraditional media, including print resources, electronic media, community meetings, questionnaires and surveys, and stakeholder interviews, among other mechanisms, to inform stakeholders of project activities and to solicit valuable input from community stakeholders.



Section II

Project Approach

Project Approach—Approach and Understanding

Task 1: Project Management and Kick-Off

TCF will collect documents and data to inform the project. The Team will conduct interviews with elected officials to learn about policy preferences and vision as well as to share insights on how the regulatory framework can better serve the City's needs. The Team will meet with City Staff for an orientation meeting in order to prepare a management plan for goals, schedules, issues, policies, and challenges.

Task 2: Analysis

TCF planning professionals will review and assess the vision and goals of previous planning studies including:

- Review and consideration of past planning efforts
 - Review of existing land uses and zoning codes;
 - Analysis of existing development, sign, property maintenance and licensing codes along with adopted policies
 - Identify opportunities for change based on analysis and input
 - Work with the LCI Update consultant team to target regulatory changes that enable desired changes in the Main Street area
 - Assess sustainability practices that meet growth needs without generating barriers to new investment
-

Task 3: Develop New Code Regulation and Guidance Documents

The Team will generate a series of Technical Memos to capture recommendations for the new code. These will be reviewed with the City prior to the development of the ordinance itself. After the City approves or provides direction on the recommendations, the team will draft new zoning code-regulations and conduct briefings during development of the code. The zoning code draft articles will address permitted uses, uses subject to special permits, building setbacks and heights, landscaped buffers, transitional yards, transition height planes and parking requirements are expected to be incorporated into the code. The code will feature graphics to illustrate desired urban design and provide visual examples of the written regulatory standards.

Task 4: Stakeholder Input

TCF believes that a small investment in public outreach can generate a significant result in stakeholder ownership over zoning documents.

Public Involvement Plan: Public involvement is not a one-size fits all strategy. TCF understands that a plan must be tailored to meet the specific needs of the stakeholders. A public involvement plan will be designed to involve the community and stakeholders. The best methods and strategies for outreach and interacting with the community will be employed, **specializing in the remote options** such as video-conferencing, live feeds, and innovative public displays for reviewing and interacting from safe distances. Success depends on smart promotion for participation; we have successfully used direct mailings (postage costs born by Client), email blasts, signs, newspaper advertisements, flyers, website, public service announcements, and press release.

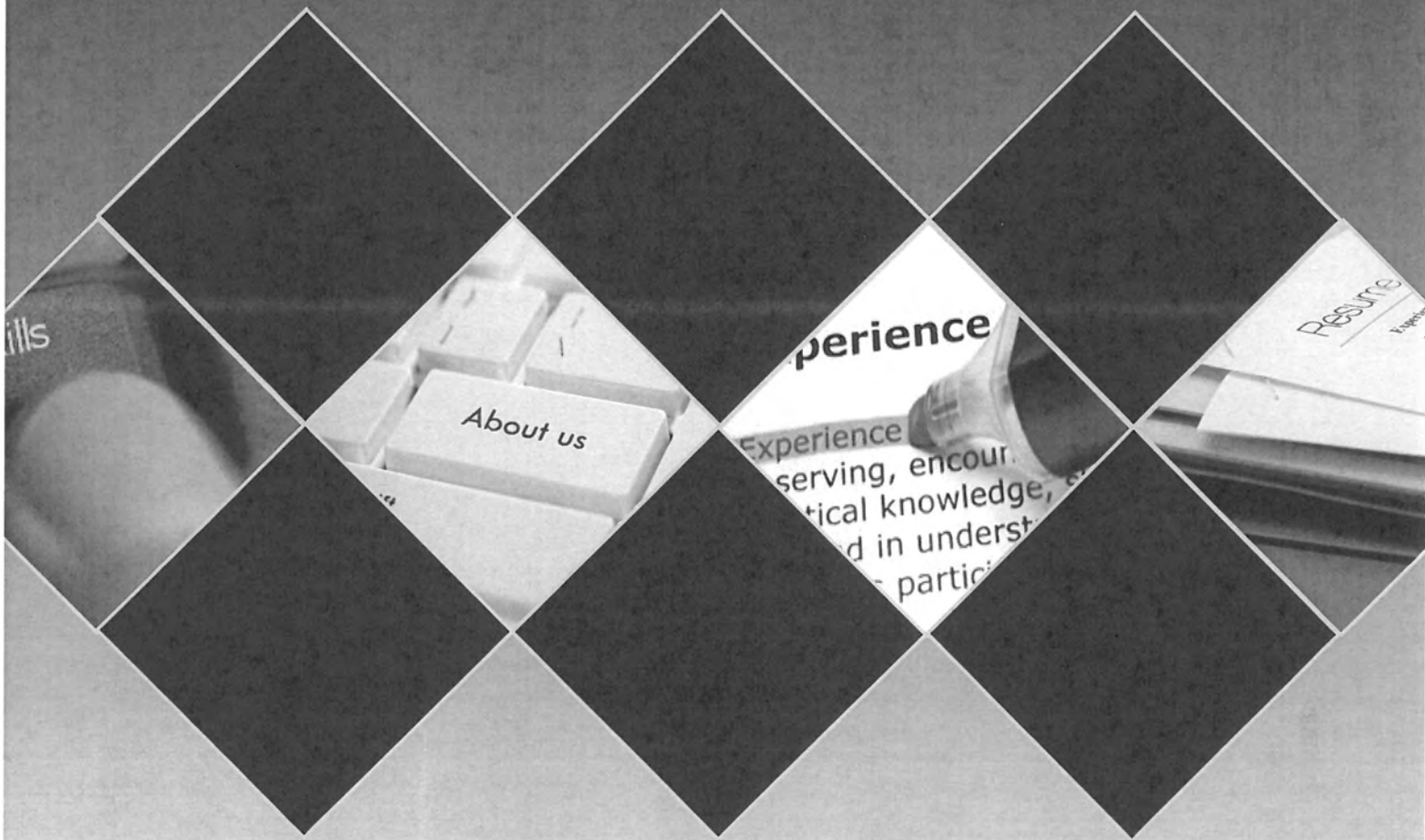
Stakeholder Interviews & Roundtables: TCF will identify and facilitate a Stakeholder interviews with property owners, developers, economic development and Aerotropolis staff. Up to two roundtables with targeted communities (developers, builders, small businesses, etc) will further inform the project and provide a more specific direction regarding what the community and private sector would like to see.

Virtual Chats. The team will conduct two community-wide held to present the draft ordinance to the public prior to finalizing the ordinance and presenting the final deliverables. The primary purpose of the meeting will be a review of the draft zoning codes and to gather feedback for any later modifications to ensure a good fit within the community.

Task 5: Prepare Project Deliverables

TCF will present a final copy of the Zoning Code for adoption

Format: Submit one (1) printed copy of the Zoning Code and Summary documents, and submit electronic copy of code and summary in both Word and Adobe in-Design formats. In addition, TCF will document the process of arriving at the new ordinance, as well as the public involvement process. This summary document will include meeting minutes, sign-in sheets, outreach materials, and presentation materials used to gather community input and consensus. TCF will also provide User Guides and an administrative tool for how other ordinances interface with zoning in order to achieve successful development and property maintenance.



Section III

Project Team Experience & References

City/County Comprehensive Plans

1. City of College Park - City of College Park Comprehensive Plan
2. City of East Point - City of East Point Comprehensive Plan
3. City Fayetteville - City of Fayetteville Comprehensive Plan Update
4. City of Fairburn - City of Fairburn Comprehensive Plan Update
5. City of Palmetto - City of Palmetto Comprehensive Plan-
6. City of Riverdale - City of Riverdale Comprehensive Plan
7. Clayton County - Clayton County's Comprehensive Plan Update
8. Meriweather County - The Joint Meriwether County/Cities Comprehensive Plan (Gay, Greenville, Lone Oak, Luthersville, Manchester, Warm Springs, and Woodbury)

Livable Centers Initiative (LCI) Planning Studies

1. City of Atlanta – Vine City/Washington Park LCI
2. City of College Park - City of College Park Activity Center LCI
3. Clayton County- Northwest Clayton LCI 5-Year Update
4. City of Hampton- Hampton LCI
5. City of Atlanta - Oakland City / Fort McPherson LCI
6. City of East Point - East Point LCI
7. City of Hapeville –Virginia Ave Corridor LCI
8. DeKalb County - Chandler Road/Flat Shoals LCI
9. DeKalb County- Wesley Chapel LCI

Local Government Planning Services

1. City of College Park- On-Call Planning and Zoning Services
2. City of Clarkston- On-Call Planning and Zoning Services
3. City of Fairburn – On-Call Planning and Zoning Services
4. City of Fayetteville-On-Call Planning and Zoning Services
5. City of Palmetto- On-Call Planning and Zoning Services
6. City of Union City - On-Call Planning and Zoning Services
7. Clayton County – Planning and Zoning Staff Extension/Outsourcing
8. Hancock County – Planning and Zoning Staff Extension

Project Team Experience—Listing

Local Government Overlay District

1. Butts County- Highway I-75 Overlay District
 2. Clayton County - Highway 42 /54/138 Overlay District
 3. Clayton County - Panhandle Overlay District
 4. Clayton County - Tara Boulevard Overlay District
 5. Clayton County - Cherry Hills Overlay District
 6. DeKalb County- Scottdale Overlay District
 7. Henry County – Fairview Overlay District
 8. Newton County – Salem Overlay District
-

Design Guidelines

1. Butts County- Highway I-75 Design Guidelines
 2. Clayton County – Cherry Hills Design Guidelines
 3. Clayton County- Highway 138 Design Guidelines
 4. Clayton County-Highway 42 Design Guidelines
 5. Clayton County-Highway 54 Design Guidelines
 6. Cobb County - Austell Road
 7. Cobb County - Mableton Parkway Corridor
 8. Cobb County - Veterans Memorial Highway
 9. Cobb County - Downtown Vinnings
-

Local Government Ordinances

1. City of College Park Zoning Ordinance Update/Revision
 2. Clayton County Zoning Ordinance Update/Revision
 3. City of Union City Zoning Ordinance Mixed-Use District
 4. City of Fairburn Zoning Ordinance Code Re-Write
-

Local Government Community Plans

1. DeKalb County- Moreland-Bouldercrest-Cedar Grove Plan
-

Transportation Services

1. Atlanta Beltline – Implementation Plan
 2. Atlanta Beltline –Transportation Implementation Strategy Services
 3. DeKalb County – Comprehensive Transportation Plan
 4. Georgia Transportation Alliance – 2016 Fulton County SPLOST Referendum
-

Project Team Experience—Planning/Zoning Services



Clarkston Planning and Zoning Services

The Firm provided planning services on an on-call, task order basis. The Team provided a range of professional planning services to the City, including, among others: a variety of current planning and zoning services, annexation studies, Zoning Ordinance text amendments, and other planning and zoning activities as identified by the City.



Clayton County Planning and Zoning Services

The Firm has led every major planning initiative for the County, including the Zoning Ordinance update and the Partial Update to the Comprehensive Plan. The Firm has also established design guidelines for the HYW 138, HYW 42, HYW 54, and Tara Blvd.; prepared the NW Clayton LCI; produced a prioritization strategy for utilization of SPLOST greenspace funds; and prepared a several text and map amendments.



College Park Planning and Zoning Services

The Firm provides all planning services to the City, including evaluation of zoning requests, responding to zoning inquiries, review of business license and sign permit applications, site plan review, consulting on prospective new developments in the City, producing text amendments and plan amendments, leading long-range planning initiatives, coordinating with the Atlanta Regional Commission on the City's behalf, and advising Mayor and Council on planning and zoning matters.



Fairburn Planning and Zoning Services

The Firm provides planning services on an on-call, task order basis. Under this engagement, the Firm reviews zoning applications, prepares text amendments, researches planning-related issues, evaluates business license applications for compliance with the Zoning Ordinance, and other needs requested under the direction of the Community Development Director.



Fayetteville Planning and Zoning Services

Planning and technical services are provided in the area of land use and transportation, urban design, economic development and zoning. The Firm staffs two planners who augment the existing staff on site and provides remote assistance to the department as needed, providing The City access to the firm's entire planning staff expertise.



Hancock County Planning and Zoning Services

This engagement provided policy guidance and recommendations to the Board of Commissioners regarding a rezoning request for municipal solid waste landfills. The Firm coordinated with the Board of Commissioners and various county officials to provide land use planning services for a thorough review of municipal solid waste landfills.

Project Team Experience—Planning/Zoning Services



Newton County Planning and Zoning Services

The Firm led planning initiatives, including the Salem Road Overlay District and the Planning and Development Department Assessment. This history made the Firm the ideal service provider as the County sought standby professional planning services in 2013. As the on-call provider of planning services, the Firm's professionals provided a range of professional planning services to the County.



Palmetto Planning and Zoning Services

The Firm provides a range of professional planning services to the City, including, among others: a variety of current planning and zoning services, annexation studies, Zoning Ordinance text amendments, and any other planning and zoning activities as identified by the City.



Union City Planning and Zoning Services

The Team provides planning services to the City, including evaluation of zoning requests, responding to zoning inquiries, review of business license and sign permit applications, site plan review, consulting on prospective new developments in the City, producing text amendments and plan amendments, leading long-range planning initiatives, and advising Mayor and Council on planning and zoning matters.



Development Authority of Fulton County ED Partnership

The Collaborative Firm has been contracted by the Development Authority of Fulton County (DAFC) to create an economic development (ED) partnership among South Fulton's seven jurisdictions, called "Connect South Fulton." This partnership represented a year-long effort to bring together the seven cities of South Fulton County to collaborate on economic development.



College Park Activity Center Livable Centers Initiative (LCI)

In this capacity, The Collaborative Firm professionals conducted a thorough analysis of land use patterns and zoning requirements within the study area, as well as a review of Federal Aviation Administration noise contours and guidelines for development within these areas. The Firm also led public involvement efforts for the LCI study.



College Park Comprehensive Plan

The Collaborative Firm led an extensive land use, planning, and public outreach effort. That engaged stakeholders throughout the community, including residents, business owners, community organizations, and local officials, to participate in a visioning process that led to the completion of the plan.



East Point Comprehensive Plan Update

The Collaborative Firm served as the prime consultant for the East Point 2026 Comprehensive Plan update. The Firm conducted a thorough review of existing conditions within the City, including an analysis of population trends, economic development patterns, housing trends, natural and cultural resources, community facilities, and infrastructure.



East Point Livable Centers Initiative (LCI)

This engagement examined opportunities to enhance the existing transportation infrastructure, while revitalizing the established urban areas. To accomplish these goals, a thorough examination of existing conditions was conducted, and extensive efforts were made to involve East Point residents and businesses in a visioning process, culminating in the adoption of an implementation plan.



Fairburn Comprehensive Plan

As part of its contract to provide on-going planning services, The Collaborative Firm drafted Fairburn's comprehensive plan, "Fairburn 2034." The Plan included an extensive public involvement component, which set the course for implementation of the Comprehensive Plan.



Fairburn Economic Development Strategic Plan

The Collaborative Firm provided professional services toward the preparation of an economic development strategic plan (EDSP) that will serve as a guide and blueprint for implementing Fairburn's economic development goals and objectives, in line with the City's vision for creating a healthy economy.



Fulton County Transportation SPLOST

The Team managed campaign operations for the Fulton Co. ballot referendum for South Fulton County. The Firm developed and implemented the campaign strategy to educate and engage voters in all eight of the jurisdictions. The firm also organized community meetings and events to engage elected officials and community members in the advocacy process.



Hapeville/Virginia Ave. Corridor Livable Centers Initiative

This Livable Centers Initiative (LCI) streetscaping project focused on a grassroots public involvement approach for design and implementation. The Firm designed a unique public involvement process that echoed the Master Plan theme.



Oakland City/Fort McPherson Livable Centers Initiative

This project developed a program of transportation improvements to provide connections between redevelopment areas and surrounding neighborhoods; streetscape improvements and vibrant public spaces to enhance residential areas; created redevelopment concepts that are consistent with market realities; and refined economic development concepts to create job opportunities and benefit residents.



Palmetto Comprehensive Plan

The team analyzed historic trends, current conditions and future projections for prospective growth. Population and Housing projections were used to determine the type of growth to be anticipated over the next twenty years. In light of the City's unique circumstances, including large tracts of vacant land, a sewer moratorium and dramatic shifts in population dynamics. Resulting in the completion of a feasible future land use plan for the City.



Vine City/Washington Park Livable Centers Initiative

Throughout the study, the Firm led public involvement efforts to ensure that stakeholders within the community were given ample opportunity to participate in the master planning process. Additionally, the Firm's planners took an extensive inventory of community facilities and infrastructure, as well as environmental conditions in the area, and provided specific recommendations to move the community toward its vision for the future.

PROCUREMENT

3-1-1 - Scope.

This chapter shall govern all acquisitions and dispositions by the City of Forest Park of commodities, equipment and services and all related contracts and agreements including those that may generate revenue. This chapter supersedes and repeals all previously existing ordinances to the extent they are inconsistent with the provisions herein.

3-1-2 - Interpretation.

- A. Purpose. This chapter shall be construed and applied to promote its underlying purposes and policies, which are:
1. To obtain the best value in terms of quality, service and price when expending public funds.
 2. To foster effective, fair and broad-based competition for public procurement within the free enterprise system.
 3. To provide safeguards for the maintenance of quality, integrity and equity in the purchase and disposition of city property.
- B. Rules of Construction. In this chapter unless the text requires otherwise:
1. Words in the singular number include the plural, and those in the plural include the singular.
 2. Words of a particular gender include any gender and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender.
 3. "May" shall be permissive and not mandatory.
 4. "Shall" shall be mandatory and not permissive.
 5. Terms, which are not specifically defined herein, shall have their usual and customary meanings.

3-1-3 - Application of federal and state law.

It is intended that this chapter shall conform to all applicable provisions of the laws of the United States and of the State of Georgia, and the provisions hereof shall be so construed wherever possible. In the event any portion of this chapter shall be declared invalid for its failure to conform to state or federal law, such invalidity shall not affect the remaining portions hereof. Notwithstanding any other provision of this chapter, the city may enter into any contract, follow any procedure, or take any action that is otherwise at variance with this chapter if necessary or convenient to receiving funds from the government of the United States or the State of Georgia.

3-1-4 - Public access to procurement information.

Interested persons shall have access to information regarding procurement transactions of the City of Forest Park in accordance with city policy and the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq.

3-1-5 - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. Absolute Value: The numerical value of an acquisition or change order request.
2. Acquiring Office: The department, division, board, authority, or other unit of the City of Forest Park under whose authority, on whose behalf, or for whose use a commodity, service, or real property is requested or acquired or a contract or agreement relating thereto is obtained.
3. Acquisition: A transaction in which the city purchases, orders, contracts for, or otherwise agrees to obtain for value any commodity, service, or real property or combination thereof.
4. Best and Final Offer: In competitive negotiation, the final proposal submitted after negotiations are completed that contains the vendor's most favorable terms for price and services or products to be delivered.
5. Bid: Submission of information from a bidder that describes the bidder's commodities or services, and any other information necessary to respond to the specifications and other requirements set forth in an invitation to bid.
6. Brand Name or Equal Specification: A specification limited to one (1) or more items by manufacturer's names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet City requirements, and which provides for the submission of equivalent products.
7. Brand Name Specifications: A specification limited to one or more items by manufacturers' names or catalogue numbers.
8. Business: Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
9. Change Order: A written order signed by a person authorized to act on behalf of the City directing the contractor to make changes that the "Changes" clause of the contract authorizes.
10. City: Means the City of Forest Park, Georgia.
11. Commodity: A discrete and distinct item of tangible personal property, including, without limitation, any such item which is intended to become an integrated part of another item of tangible personal property or of any improvement to real property.
12. Confidential Information: Any information which is available to an employee/official only because of their status as an employee/official of the City of Forest Park and is not a matter of public knowledge or available to the public on request.
13. Construction: The process of building, altering, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. Does not include the routine operation, repair and/or maintenance of existing structures, building or real property.

14. Consultant: A person who has expertise because of education or experience that uniquely qualifies him or her to provide specialized services or advice.
15. Contract: Any city agreement, purchase order, lease, or other document which creates or is intended to create binding reciprocal obligations including, without limitation, any document evidencing a bid or proposal award which has been accepted by the bidder.
16. Contractor: Any person who is party to a contract.
17. Cooperative Purchase: An arrangement whereby two (2) or more public procurement units purchased from the same supplier using a single Invitation to Bid or Request for Proposal.
18. Direct or Indirect Participation: Involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
19. Employee/Official: An individual drawing a salary or wage from the City of Forest Park, whether elected or not; any non-compensated individual performing personal services for the City of Forest Park or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the City of Forest Park; and any non-compensated individual serving as an elected official of the City of Forest Park.
20. Gifts/Gratuity/Favors: A payment, loan, subscription, advance, deposit of money, service or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
21. Goods/Commodities: Supplies, apparatus, materials, equipment, and other forms of tangible personal property.
22. Immediate Family: A spouse, children, parents, brothers and sisters, mother in-law and father in-law.
23. Invitation to Bid: All information and documentation disseminated by the City to solicit bids.
24. Local Vendor: Any business or firm having an office located within the boundaries of the City of Forest Park and has a current Forest Park Occupational Tax Certificate on the closing date of solicitation for which the offer has been submitted.
25. Material: Property that is incorporated into or attached to an end item, or consumed in performing a contract; what a thing is made from, the substance of anything manufactured or built; or goods used in the manufacturing process, either directly, such as raw materials, or indirectly, such as factory supplies.
26. Material Fact: One that constitutes substantially the consideration of the contract, or without which it would not have been made.
27. Multiyear Contract: An agreement that lasts longer than a twelve-month period as permitted by O.C.G.A. § 36-60-13 and has been duly approved under the authority of this chapter. The life term (multiple years) dollar amount must be used to determine the appropriate approval authority.

28. Offeror: Any person who has submitted a bid or proposal to the City or otherwise offered to form a contract with the City.
29. Ordinance: Means this chapter.
30. Person: Any individual or legal entity.
31. Professional Service: A service consisting in material part of advice, evaluation, planning, design, or other effort involving the exercise of judgment, discretion, and knowledge, including, without limitation, a service provided by a person whose profession is licensed or regulated by the state or federal government.
32. Proposal: Submission of information from a proposer (including a consultant) which states how that proposer intends to fulfill the specifications and other requirements described in a Request for Proposal.
33. Purchase Shopping Cart: A document by which an acquiring office requests the acquisition of commodities or services or specifies the requirements to be filled by the acquisition of commodities or services.
34. Purchase Order: The document used by the city to obtain supplies, goods, commodities and services from vendors.
35. Purchasing Agent: The principal purchasing official of the city.
36. Qualified Products List: An approved list of supplies, services or construction items described by model or catalogue numbers, which prior to competitive solicitation, the City has determined will meet the applicable specification requirements.
37. Request for Proposals: All information and documentation disseminated by the City to solicit proposals.
38. Request for Qualifications: All information and documentation disseminated by the City to solicit qualifications.
39. Responsible Bidder: A person who has the capability in all respects to perform fully the contract requirements, and the experience, reliability, capacity, facilities, equipment and credit which will assure good faith performance.
40. Responsible Director: The director or acting director who has supervisory authority over a city department and responsibility for acquiring materials, supplies, equipment and services.
41. Responsive Bidder: A person who has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation to bids or request for proposals.
42. Services: The furnishing of labor, time or effort by a contractor that is not intended to accomplish the delivery of a specified tangible product other than reports which are merely incidental to the required performance, including, without limitation, a professional or consulting service.
43. Specification: In connection with an Invitation to Bid or Request for Proposal, a list or description of the characteristics of the commodities or services which will meet the City's requirements.

44. Supplies: All property, including but not limited to equipment, materials, printing, insurance, and leases of real property, excluding land.
45. Term Contract: a contract in which a source of supply is established for a specified period of time for specified services or supplies; usually characterized by an estimated or definite minimum quantity, with the possibility of additional requirements beyond the minimum, all at a predetermined unit price.
46. Unit of Government: The government of the United States of America or any department, agency, or division thereof, the State of Georgia or any department, agency, political subdivision, municipal corporation, or authority thereof.
47. User Department (or Operating Department): Any agency or office, whether headed by an appointed or elected official, for whom the governing authority has budgetary responsibility, except that this definition excludes the Purchasing Office within the Finance Division.

3-1-6 - Purchasing agent.

The purchasing office of the finance division shall serve all of the City of Forest Park Government by obtaining required commodities and services in accordance with State of Georgia law and this chapter. The purchasing agent shall, except as otherwise specified herein, be responsible for the administration of all transactions governed by the provisions of this chapter and shall serve as the principle procurement officer of the city. Unless otherwise provided, any duties and powers of the purchasing agent may be delegated by him/her to subordinate purchasing staff members and other employees. The purchasing agent shall be subject to the authority and supervision of the treasurer.

3-1-7 - Powers and duties of the purchasing agent.

The purchasing agent shall have the following powers and duties:

- A. Procure or oversee the procurement of all goods and services needed by the city and advertise for bids for such goods and services as required by this chapter. Consistent with this chapter and subject to the approval of the treasurer, the purchasing agent is authorized to establish, implement and enforce written operational procedures relating to acquisitions and dispositions subject to this chapter and may annually publish a handbook or manual containing those procedures. Such procedures shall, to the extent consistent with applicable law and this chapter, be based upon generally accepted public purchasing principles and practices and shall become effective upon approval by the treasurer. Additionally, these procedures may be revised, as necessary, through the same process used for their initial approval.
- B. Provide for and oversee the development of specifications for goods and services purchased by the city, administer purchase contracts to which the city is a party, and provide for inspecting and accepting or rejecting of goods and services purchased by the city.
- C. Process or oversee the processing of all claims for loss, damage, breakage, or shortage, and claims for refund and adjustment concerning the purchase of goods or services for the city.

- D. Exercise general supervision and control over all inventories of goods belonging to the city, and provide for the transfer between city departments of surplus goods.
- E. Require bonds, insurance and other forms of protection for the city on the process of procuring goods and services for the city.
- F. Terminate solicitations for bids for any good(s) or service(s) when in the opinion of the city manager, it is in the city's best interest to do so.
- G. Reject any and all bids, when in the opinion of the city manager, it is in the best interest of the city to do so.
- H. Following consultation with the city manager, terminate contracts or pursue other remedies when the party or parties with whom the city is contracting has or have breached the contract.
- I. Sell or oversee the sale of goods or property of the city as authorized by this chapter.
- J. Perform such other duties not inconsistent with this chapter as the treasurer shall direct.

3-1-8 - Pre-audit certification.

The purchasing agent shall not execute any contract for goods or services until the treasurer certifies, after pre-audit, that there is to the credit of the using department, a sufficient unencumbered appropriation balance in excess of all unpaid obligations, to defray the amount of such contract. Subject to the approval of the treasurer, the purchasing agent may issue operating rules to ensure compliance with this section.

3-1-9 - Ethics.

It is the policy of the City of Forest Park to seek the best overall value when procuring goods and services. Toward this end, the city finds and declares that its objectives will best be achieved through an open, competitive process with a broad range of responsible vendors wishing to furnish products and services to the city. The City of Forest Park will set up and conduct a procurement program that maximizes service benefit to the community and awards contracts to vendors who offer the best value.

- A. The City of Forest Park declares that city employees and officials along with those wishing to do business with the city have the shared responsibility for avoiding biased, anticompetitive or unethical practices when such receipt has the potential to influence a procurement decision or to gain undue advantage in a procurement competition.
- B. The purchasing agent and every officer and employee of the city whose duties involve the purchase or sale of goods and/or services, or the preparation of specifications for the purchase of goods and/or services for the city, or deciding which goods shall be declared surplus are expressly prohibited from seeking, requesting, or receiving any material payment, gift, job offer, security, promise of future benefit, or any other tangible or intangible thing of value, directly or indirectly, from any person, company, firm or corporation which seeks to do business with or contract with the city or has contracted with the city within the preceding twelve (12) months, or to which any purchase order or contract is awarded, or to whom any surplus goods may be sold.

- C. Prospective vendors must compete for city business within the parameters of the solicitation process and are prohibited from seeking to obtain inside information, attempting to skew the writing of specifications or influencing a procurement decision through any means outside the process established for the particular solicitation. This principle applies to any contractor, subcontractor, representative, employee or agent that may be associated with a procurement transaction.
- D. The city's ethics ordinance and City Charter should be consulted for requirements related to lobbying and representation of business interests that come before the city council or city officials for decision.
- E. Ethical business practices are important both during a solicitation and after the decision to grant an award. To this end, the city seeks to establish relationships with business partners whose ongoing ethical standards of business conduct are congruent with those outlined here. The purchasing agent is charged with establishing methods for ongoing monitoring for non-compliance with these principles. The prohibition against the offering of or the acceptance of gifts, favors, kickbacks, gratuities, payments or any other thing of value extends beyond and outside any specific procurement or solicitation.
- F. A vendor's contract compliance history with the City of Forest Park and other contractual parties is a valid element in the decision to award a solicitation.
- G. The City of Forest Park stipulates that the furtherance of its strategic goals for job creation, stability and growth in the tax base, business retention, and other fiscal and economic development objectives may be considered during the procurement process. The city manager is authorized to establish procurement initiatives consistent with the city's strategic economic development objectives. these procurement practices shall be applied consistently and equitably, and shall have a direct relationship to the city's goals.
- H. The City of Forest Park employees, officials, and their family members are generally prohibited from participation in any procurement decision or any gain of undue advantage in a procurement competition as a result of contemporaneous employment with a potential or actual business partner.
- I. It is unethical for any city employee to purchase commodities or services from a city contract for personal use.
- J. Individuals, firms and businesses seeking an award of a City of Forest Park contract may not initiate or continue any verbal or written communications regarding a solicitation with any city officer, elected official, employee or other city representative other than the purchasing agent named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the city council. The city manager and treasurer will review violations. if determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.

3-1-10 - Disclaimer of responsibility for improper purchasing.

The city council may disclaim responsibility and liability for any purchase, expenditure, or agreement for expenditure arising from procurement made in its name, or in the name of any governmental body under its authority, by an unauthorized person or any person acting outside this chapter or the authorization or delegation as provided in this chapter. The expense of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

3-1-11 - Evasion prohibited.

No purchase or sale shall be artificially divided for the purpose of evading the provisions of this chapter. Neither shall this process be used for frequently recurring acquisitions that warrant volume purchases or periodic term contracts.

3-1-12 - Summary of methods of procurement.

In most cases, this chapter recognizes seven methods of procurement and the conditions where each method shall be used.

- A. Informal Purchase. Those purchases fifty thousand dollars (\$50,000.00) or less do not justify the administrative time and expense for the conduct of competitive sealed bids or proposals.
- B. Competitive Sealed Bidding. In most cases the competitive sealed bid is the preferred method of procurement in the public sector and should be used whenever possible as it allows qualified, responsive bidders to compete on the basis of price. Generally, the following conditions must be met:
 1. Clear and adequate specifications are available.
 2. Three (3) or more responsible bidders are willing to participate in the process.
 3. Cost of materials, supplies, equipment, services or project is greater than fifty thousand dollars (\$50,000.00).
 4. Revenue is greater than fifty thousand dollars (\$50,000.00).
- C. Competitive Sealed Proposal. When use of the competitive sealed bid is either not practical or not advantageous to the city, a contract may be entered into by use of the competitive sealed proposal. Use of the proposal is dependent upon such factors as:
 1. Whether quality, availability or capability is overriding in relation to price in procurement of technical supplies or technical or professional services.
 2. Whether the initial installation needs to be evaluated together with subsequent maintenance and service capabilities and what priorities should be given these requirements in the city's best interest.
 3. Whether a fixed price or cost type contract is more advantageous.
 4. Whether the market place will respond better to a solicitation permitting not only a range of alternate proposals, but evaluation and discussion of them before making the award.
 5. Cost of equipment, services or project is greater than fifty thousand dollars (\$50,000.00).

6. Revenue is greater than fifty thousand dollars (\$50,000.00).
- D. Sole Source Purchase. A sole source procurement may be used when only one (1) vendor or supplier is able to fill requirements for the intended use. Sole source may be used for compatibility with equipment for repair purposes, or for compatibility with existing systems. Standardization may require a sole source procurement, depending upon the intended use. Standardization, which is either established as a result of past procurement(s) or by approval of the city manager, can be a satisfactory justification for a sole source. The city council shall approve all purchases where cost is greater than fifty thousand dollars (\$50,000.00).
- E. Emergency Purchase. The purchasing agent shall have the authority to purchase commodities and services where there exists an emergency constituting a threat to public health, safety or welfare or to the soundness and integrity of public property or to the delivery of essential services and where the adverse effects of such emergency may worsen materially with the passage of time. Acquisitions shall be made using such competitive procedures as circumstances reasonably permit. Emergencies shall be documented by the using department and submitted to the purchasing office. When a situation exists where time does not permit involvement of the purchasing office, the user department director is authorized to purchase necessary commodities or make necessary repairs. For emergencies where cost exceeds the amount authorized to a using department, written documentation shall be prepared by the user department director and submitted to the purchasing office explaining the nature of the emergency. All emergencies where cost is greater than fifty thousand dollars (\$50,000.00) require ratification of the city council.
- F. Cooperative Purchase. The city may participate in a cooperative purchase for commodities, supplies and services when determined that it is in the best interest of the city. The sponsoring entity, whether federal, state or local must have performed a competitive procurement process and entered into a contract that stipulates allowance for other governmental entities to purchase from the supplier at the same price and under the same terms and conditions as extended to it. If such arrangement has not been made a part of the contract, written permission from the sponsoring entity and the awarded supplier must be obtained. Documentation to substantiate this decision will be maintained by the purchasing office. Cooperative purchases where the cost is greater than fifty thousand dollars (\$50,000.00) shall be approved by the city council.
- G. Governmental and Affiliated Entity Purchase. The city may purchase services and incidental commodities from other federal, state or local governments, associations and non-profit organizations when determined to be in the best interest of the city. Documentation to substantiate this decision will be maintained by the purchasing office. Such purchases where cost is greater than fifty thousand dollars (\$50,000.00) shall be approved by the City of Forest Park City Council.

3-1-13 - Mandatory pre-qualification process.

- A. Public works construction contracts governed by O.C.G.A. § 36-91-20 et seq. The purchasing agent is hereby delegated the authority to administer a process for mandatory

pre-qualification of prospective bidders for public works construction contracts pursuant to O.C.G.A. § 36-91-20(f).

- B. All Other Contracts. The purchasing agent is authorized to determine that a process for mandatory pre-qualification for competitive sealed bids and competitive sealed proposals of bidders or proposers is appropriate for the procurement of a particular commodity or service, subject to these requirements:
1. Criteria for pre-qualification shall be reasonably related to the project or the quality of the work.
 2. Criteria for pre-qualification shall be available to any prospective bidder requesting such information.
 3. There shall be a method of notifying prospective bidders of the criteria for pre-qualification.
 4. There shall be a procedure for a disqualified bidder to respond to his or her disqualification to the purchasing agent; however, such procedure shall not include a formal appeal.
 5. No bid or proposal shall be eligible for consideration by the city from a prospective bidder who has not been pre-qualified on the procurement in question where the invitation to bid or request for proposals specified that pre-qualification would be mandatory, and any bid or proposal received shall be returned to the prospective bidder unopened.

3-1-14 - Purchases based on informal procurement.

- A. General. Procurements that involve amounts fifty thousand dollars (\$50,000.00) or less do not require a formal sealed bid/proposal process. However, the processes used for this type of procurement will include as much competition as is consistent with the anticipated cost of the procurement and the best interest of the city.
- B. Prohibition of Improper Use of Informal Purchase Process. Purchases may not be artificially divided as to constitute an informal purchase, thereby circumventing the dollar limit requirement for competitive sealed bids/proposals.
- C. Procedures. Procurement within this category shall be made in accordance with the informal purchase procedures established by the purchasing agent. These procedures will cover purchases delegated to user departments as well as those handled through the central procurement process. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service or construction being purchased. Further, such operational procedures shall require the preparation and maintenance of written records to adequately document the competition obtained, properly account for the funds expended and facilitate audit/review of the transaction.
- D. Types of Informal Purchases. Informal purchases are classified by two (2) categories:
1. Those that may be made directly by the using department.
 2. Those that are required to be made through the central procurement process.
- E. Informal purchase by user departments.

1. Authority. Each user department is granted the authority, at the discretion of the department director or city manager, to handle purchases where the cost is less than five thousand dollars (\$5,000.00).
 2. Prohibition of Misuse. Purchases may not be artificially divided in order to qualify for handling by the using departments. Neither shall this process be used for frequently recurring acquisitions that warrant volume purchases or periodic term contracts.
- F. Informal Purchases by Purchasing Staff.
1. Purchasing staff shall obtain commodities and services competitively through telephone solicitations where cost is five thousand dollars (\$5,000.00) or less. A minimum of three (3) quotations is required unless adequate source supply is not available.
 2. Purchasing staff shall obtain commodities and services competitively through written quotations where cost is five thousand dollars (\$5,000.00) to fifty thousand dollars (\$50,000.00). A minimum of three (3) written quotations is required unless adequate source supply is not available.

3-1-15 - Competitive sealed bids.

- A. Acquisitions Greater Than Fifty Thousand Dollars (\$50,000.00). Any commodity that is expected to cost or generate revenue greater than fifty thousand dollars (\$50,000.00) shall be acquired through the competitive sealed bid process except as otherwise provided in this chapter.
- B. Dissemination of Invitation to Bid. Public notice of an invitation to bid shall be given as required by Georgia law. The public notice shall contain a general description of the purchase, shall state the location where documents may be obtained and the date, time and place of bid opening. Notice of any required bonding and insurance shall be included in the public notice. A copy of such notice shall be posted in the purchasing office. Any other methods of advertisement identified as likely to result in additional competition may be used in addition to required advertisement, at the discretion of the purchasing agent.
- C. Receipt of Bid. No written bid shall be eligible for consideration by the city unless it is placed in a sealed envelope or package and actually received by the purchasing office by the date and time specified in the invitation to bid. All bids shall be stamped or annotated with the date and time of receipt and secured until the designated opening time. A bid delivered late shall under no circumstances be eligible for consideration by the city.
- D. Bid Opening. Bids shall be opened publicly in the presence of one (1) or more witnesses on the date and at the time and place designated in the invitation to bid. The name of each bidder, the purchase price contained in each bid, and such other information as the purchasing agent deems appropriate shall be announced as the bids are opened. A record of bid information shall be recorded and available for public inspection.
- E. Modification of Bid. Any clerical mistake that is patently obvious on the face of a bid, subject to the limitations described below, may be corrected upon written request and verification, submitted by the bidder. A non-material omission in a bid may be corrected if the purchasing agent determines the correction to be in the city's best interest. Omissions affecting or relating to any of the following shall be deemed material and shall not be corrected after bid opening:

1. Price information.
 2. Any required bonding.
- F. Withdrawal of Bid. Bids may be withdrawn at any time prior to the bid opening. After bids have been publicly opened, withdrawal of bid shall be based upon the following:
1. The bidder shall give notice in writing of his claim of right to withdraw his bid due to an error within two (2) business days after the conclusion of the bid opening procedure.
 2. Bids may be withdrawn from consideration if the price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder's original work papers shall be the sole acceptable evidence of error and mistake if request is made to withdraw the bid. If a bid is withdrawn under the authority of this provision, the lowest remaining responsive bid shall be deemed to be the low bid.
- G. Bid Evaluation. Bids shall be evaluated based on the requirements set forth in the invitation to bid. No criteria may be used in bid evaluation that is not specifically set forth in the solicitation.
- H. Bid Cancellation. An invitation to bid may be canceled prior to opening date or any or all bids may be rejected in whole or in part as may be specified in the solicitation, where it is in the best interest of the city in accordance with regulations promulgated by the purchasing office or, as a result of improper conduct on the part of a city employee. The reasons for any cancellation shall be made part of the bid file.
- I. Bid Award.
1. Responsive and Responsible Bidder(s). Subject to approval by the city council, bids shall be awarded to the responsible bidder(s) who have submitted the lowest cost responsive bid(s), highest revenue responsive bid(s), or whose bid represents the best value to the city.
 2. Approval of Bid. All bid awards for amounts greater than fifty thousand dollars (\$50,000.00) (cost or revenue) shall be approved by the city council.
 3. Rejection or Deferral of Bid. The purchasing agent may reject bids, or may defer bid awards to allow time for additional evaluation or review of bids or for other business purposes, consistent with the best interest of the city.
 4. Disqualification of Bid. The following types of bids shall be disqualified for consideration for a bid award:
 - a. A proposal submitted without required bonds.
 - b. A proposal submitted by an individual, firm or business on the ineligible source list.

- c. A proposal which is incomplete in any material fact.
 - d. A proposal submitted by an individual, firm or business that has litigation pending against the city, or anyone representing a firm or business in litigation against the city, not arising out of the procurement process.
5. Tie Bids. In the event two (2) responsive bids are tied for the lowest price and the other terms and conditions of the two (2) bids are substantially the same, the bid shall be awarded to the local vendor if only one of the bidders has an office located within the boundaries of the City of Forest Park. If both or neither of the tied bidders are local vendors, the purchasing staff shall request the firm's best and final offers, and the award shall be to the lowest bid.

3-1-16 - Competitive sealed proposals.

- A. Acquisitions Greater Than Fifty Thousand Dollars (\$50,000.00). Any item or service which is expected to cost or generate revenue greater than fifty thousand dollars (\$50,000.00), when the competitive sealed bid process is not applicable nor in the best interest of the city, shall be acquired through the competitive sealed proposal process except as otherwise provided in this chapter.
- B. Dissemination of Proposal. Proposals shall be disseminated through a request for proposal. Public notice shall be advertised as required by Georgia law. The public notice shall contain a general description of the item or service to be purchased, shall state the location where documents may be obtained and the date, time and place of proposal receipt. Notice of any required bonding and insurance shall be included in the public notice. A copy of such notice shall be posted in the purchasing office. Any other methods of advertisement identified as likely to result in additional competition may be used in addition to required advertisement, at the discretion of the purchasing agent.
- C. Receipt of Proposal. No written proposal shall be eligible for consideration by the city unless it is placed in a sealed envelope or package and actually received by the purchasing office by the date and time specified in the request for proposals. All proposals shall be stamped or annotated with the date and time of receipt and secured until the designated opening time. A proposal delivered late shall under no circumstances be eligible for consideration by the city.
- D. Proposal Opening. Proposals shall be opened publicly in the presence of one (1) or more witnesses on the date and at the time and place designated in the request for proposals. The name of each proposer shall be announced.
- E. Proposal Cancellation. A request for proposals may be canceled prior to opening date or any or all proposals may be rejected in whole or in part as may be specified in the solicitation, where it is in the best interest of the city in accordance with regulations promulgated by the purchasing office or as a result of improper conduct on the part of a city employee. The reasons for any cancellation shall be made part of the proposal file.
- F. Proprietary Information. Information submitted by a proposer that is specifically marked "proprietary" shall not be disclosed outside of the purchasing office without prior notification to the proposer. The City of Forest Park is required to comply with the Georgia

Open Records Act, O.C.G.A. § 50-18-70 et seq. and therefore may not be able to protect information submitted in any response. Entire proposals may not be deemed "proprietary."

G. Evaluation of Proposal.

1. Initial Evaluation. Each proposal shall be evaluated to determine whether it is responsive to the specifications and other terms and conditions contained in the request for proposals. With the approval of the purchasing associate named in the solicitation, the evaluating team may communicate with each proposer to clarify and amplify each proposer's proposal. No information concerning any other proposer's proposal shall be communicated in any way to the proposer.
2. Request for Supplemental Information. Additional information may be requested of proposers. The purchasing office will initiate such requests.

H. Award of Proposal.

1. Responsive and Responsible Proposal. Award shall be made to the responsive and responsible proposer whose proposal is determined to be the most advantageous to the city based upon the evaluation factors set forth in the request for proposal. In the event there are two (2) or more firms whose scores rounded to the nearest whole number result in a tie score, the award will be based on lowest cost.
2. Approval of Proposal. The City of Forest Park City Council shall approve all awards where cost or revenue is greater than fifty thousand dollars (\$50,000.00).
3. Rejection or Deferral of Proposal. The purchasing agent may reject, or may defer award for any proposal when he or she deems such action to be in the best interest of the city.
4. Disqualification of Proposal. The following types of proposals shall be disqualified for consideration for award:
 - a. A proposal submitted without required bonds.
 - b. A proposal submitted by an individual, firm or business on the ineligible source list.
 - c. A proposal which is incomplete in any material fact.
 - d. A proposal submitted by an individual, firm or business that has litigation pending against the city, or anyone representing a firm or business in litigation against the city, not arising out of the procurement process.

3-1-17 - Reserved.

3-1-18 - Construction acquisition.

Construction acquisition shall follow the procedures for competitive sealed bids. The city, at its discretion, may require bid, performance, and payment bonds for any construction contract where cost is less than fifty thousand dollars (\$50,000.00). The treasurer shall set specific requirements.

3-1-19 - Professional services.

- A. It is the policy of this city to award contracts for professional services on the basis of demonstrated competence and qualifications at a fair and reasonable price with ultimate selection based on the best interest of the city and receipt of maximum value.
- B. When expected expenditures for professional services exceed twenty-five thousand dollars (\$25,000.00), the selection process for professional services shall follow the same process as that for competitive sealed proposals.
- C. The purchasing agent, subject to the approval of the city manager, shall establish methods for weighting the variables and factors utilized for evaluation of proposals.
- D. The user departments will have primary responsibility for establishing proposal requirements and evaluation of the proposals while purchasing will ensure that the process is handled in accordance with this policy. Any agent or firm employed to assist in any procurement project shall be required to adhere to the requirements of this policy.

3-1-20 - Waiver based on other government purchases.

When the city manager determines it to be in the best interest of the city to do so, the requirements of this chapter may be waived for the purchase of goods and/or services valued at fifty thousand dollars (\$50,000.00) or less from the following entities provided they have, within the previous twelve (12) months, after having completed a public, formal bid process or contracted to furnish the same type of goods:

- A. The United States of America or an agency thereof; or
- B. The State of Georgia or any agency or political subdivision of the State; or
- C. Any other state or local government, association or non-profit organizations, or agency or political subdivision of any other state, provided that entity is willing to furnish the goods at the same or more favorable price, terms, and conditions as those provided under the contract with the other unit or agency and provided the bid procedures are the same or more stringent than those of the city; or
- D. A entity engaged in cooperative purchases.

3-1-21 - Exceptions.

The following supplies and services are exempted from this chapter when:

- A. A good is available from only one (1) source or supply, or when standardization or compatibility is the overriding consideration;
- B. The purchase is pursuant to a contract with:
 - 1. The United States of America or an agency thereof; or
 - 2. The State of Georgia or any agency or political subdivision of the state; or
- C. A special emergency exists involving the health and safety of the people or their property; or
- D. The purchase is for:

1. Works of art for public places, or other creative/artistic endeavors that require a particular and demonstrated skill or talent to include, but not limited to, artists, musicians, and writers.
2. Printed copyright material including published books, maps, periodicals and technical pamphlets (not including software for computer systems), except where a greater savings can be realized by a quantity purchase.
3. Real property, real estate brokerage and appraising, abstract of titles for real property, title insurance for real property and other related costs of acquisition of real property.
4. Subscriptions, dues, memberships and board member fees.
5. Services provided directly to individual citizens and city employees including, but not limited to, catering and gifts.
6. Utilities, where there is no reasonable basis for competitive procurement, for example electric power, water, and sewerage.
7. Legal services, litigation, and related legal expenses.
8. Licensed health professions.
9. Marketing of bonds and other forms of debt or debt related services and management products, including but not limited to interest rate management agreements; the purchase of certain investment assets and services; and pension assets and services.
10. Training, facilitators for meetings, travel, lodging or meal expenses covered by other city policies and regulations.
11. Items for resale that require a particular manufacturer or provider to enhance their marketability.
12. Advertisements and legal advertisements including but not limited to bid/proposal solicitations or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the City of Forest Park, required by law to publicly advertise their meetings or actions in the legal organ.
13. Public works construction contracts to the extent governed by O.C.G.A. § 36-91-1 et seq.
14. Antiques and other unique assets of historical value, including restoration of these items.
15. Materials or services required for confidential and secure investigations, apprehensions and detentions of individuals suspected of or convicted of criminal offenses by law enforcement personnel.
16. Repair of equipment excluding city vehicles.
17. Repair of buildings where the extent of the project cannot be predetermined.
18. Professional services not covered in this chapter.
19. Cooperative purchases.

20. Governmental and affiliated entity purchases.

3-1-22 - Sale of real property.

- A. Public Sale Required. Disposition of real property owned by the city shall be conducted by public sale in accordance with O.C.G.A. § 36-9-3, or as otherwise provided by state law.
- B. Exceptions to Public Sale. The following transactions shall not be governed by subsection (A):
 - 1. A redemption of real property acquired by city under tax deed.
 - 2. A grant of easement or license.
 - 3. A grant or conveyance of right-of-way or for other transportation purchases.
 - 4. A conveyance to any other unit of government.
 - 5. A conveyance of recreational set-aside property to a homeowner's association in the manner permitted by state law.
 - 6. A lease that constitutes a usufruct under state law.
- C. Procedures. Except as otherwise specifically provided by state law, the city shall not dispose of any real property unless the city council has declared such real property to be unserviceable. Other than dispositions governed by subsection (A) or by specified provisions of state law, any disposition may be made at public or private sale, upon such terms as the city council shall deem to be in the city's best interest.

3-1-23 - Sale of surplus real property by real estate broker.

Real property, specifically properties which are remnants of land from total takes on the City of Forest Park road projects, may be disposed of by sale by real estate broker in accordance with Georgia law O.C.G.A. § 32-7-4 et seq.

- A. Requirements for Real Estate Brokers. Real estate brokers must be licensed in accordance with Georgia law O.C.G.A. § 43-40-1 et seq.
- B. Declaration of Surplus Property. Property is declared surplus by the city council in a regularly scheduled meeting.
- C. Notification to Former or Subsequent Owner. The former or subsequent owner is notified in writing of intent to sell, as he/she has the first right to purchase the property at the fair market value price. If the former or subsequent owner waives this right, then adjoining property owners are notified that the property will be sold by real estate broker or by competitive sealed bid.
- D. Selection of Broker. Broker shall be selected competitively, by the competitive sealed proposal process.
- E. Advertising and Listing of Property. Commencing at the time of the listing of the property as provided in O.C.G.A. § 32-7-4, the city shall publicly advertise once a week for two (2) weeks in the legal organ of the city the property and the name of the broker handling the property. Property shall be listed for a period of at least three (3) months. Property cannot be sold for less than fair market value excluding commission fee. If property does not sell

during the listing time, the city may renegotiate the commission to a lower fee, extend the exclusive agreement with the real estate broker or recommend to the city council that disposal be by competitive sealed bid or public auction.

- F. Approval of Sale. All sales of properties shall be approved by the city council at a regular scheduled public meeting.

3-1-24 - Disposition of personal property.

- A. Declaration of Unserviceability. The city council shall determine whether a particular item or category of personal property can no longer be used advantageously by the city and has therefore become unserviceable. The city council may establish criteria establishing unserviceability for categories of personal property which may become unserviceable on a regular, frequently recurring basis, and may delegate to the city manager the determination of whether a particular commodity meets the criteria of unserviceability for its category.
- B. Disposition. Unserviceable personal property may be sold by public sale, sealed bidding, spot bidding or any other means deemed most advantageous to the city under the particular circumstances as determined by the city council. A sale to a private person shall be for the highest net purchase price reasonably obtainable by the city. A sale to another unit of government shall be for a fair and reasonable purchase price that need not be as high as the purchase price obtainable from a private person. All sales for personal property items where the original unit purchase cost is ten thousand dollars (\$10,000.00) or less shall be approved by the city manager. The city council shall approve sales for personal property where original unit cost exceeds ten thousand dollars (\$10,000.00).

3-1-25 - Leases of city owned real property.

The city council may offer to lease city-owned real property if:

- A. The sale of the real property is not in the best interest of the city but the real property is not currently being used by the city.
- B. The real property has been newly acquired but not immediately put to use by the city, and may reasonably be leased on a month-to-month or short-term basis.

A lessee's interest under any lease executed under this section shall constitute a usufruct only. Where city-owned real estate is to be leased for nonpublic use, the city manager shall cause public notice of the availability of the real property to be published, soliciting inquiries and offers. The city manager shall include as part of the solicitation the requirement that improvements to the real estate be insured for the city's benefit at the lessee's expense. The solicitation shall also describe any restrictions to be placed on the use of the real property. The city manager shall report to the city council all offers to lease the real estate and shall make recommendations as to which offer is in the city's best interest. The city council shall approve the offer that it deems to be in the best interest of the city. Such approval shall constitute authority for the city manager to execute a lease and any instruments on behalf of the city necessary to accept and effectuate the offer.

3-1-26 - Bonding requirements.

- A. Bid Bonds. When the city requires bonding, any bid submitted shall be given a good and faithful surety or sureties approved by the city. Such bid bond shall secure the faithful acceptance by the bidder or proposer of a bid or proposal award and shall be issued for the protection of the city. The bid bond shall be in an amount as specified in the bid or proposal. Bonds shall be of a forfeiture type. All sureties should be licensed to do business in the State of Georgia, must have the ratings established by the treasurer and be listed in the finance division's publication of companies holding certificates of authority as acceptable reinsuring companies. In lieu of the bid bond described above, a bidder or proposer may submit with the bid or proposal a cashier's check payable to the City of Forest Park in an amount as specified in the bid or proposal. To the extent permitted by Georgia law, a guaranteed letter of credit in the proper amount will act as a bid bond, provided that the form of such letter of credit and the lending institution have been approved by the city in advance. Release of bonds to the successful bidder shall be conditioned upon the bidder's execution of a contract within thirty (30) days following the city's award.
- B. Performance and Payment Bond.
1. Any required performance bond shall be issued with good and sufficient surety or sureties approved by the city, in favor of the city and in at least the amount of the total purchase price or as specified in the solicitation and payable under the bid or proposal. Such performance bond shall be conditioned upon the bidder's faithful performance of the terms of the bid or proposal and the contract executed in connection therewith. All sureties should be licensed to do business in the State of Georgia, must have the ratings established by the finance division and be listed in the finance division's publication of companies holding certificates of authority as acceptable surety on federal bonds and as acceptable reinsuring companies.
 2. Any required payment bond shall be issued with good and sufficient surety or sureties approved by the city, in favor of the city and in at least the amount of the total purchase price or as specified in the solicitation and payable under the bid or proposal. Such payment bond shall be for the benefit of all persons supplying labor, materials, machinery and equipment in the prosecution of the work to be done under the bid or proposal. All sureties should be licensed to do business in the State of Georgia, must have the ratings established by the finance division and be listed in the finance division's publication of companies holding certificates of authority as acceptable surety on federal bonds and as acceptable reinsuring companies.
- C. Insurance Requirements. The treasurer shall determine what types and amounts of insurance coverage are reasonably necessary for the protection of the city's interests for all acquisitions covered by this chapter. All sureties must be licensed to do business in the State of Georgia and have the ratings established by the finance division. The treasurer shall have the authority to waive any requirements regarding insurance.
- D. Employment of Unauthorized Aliens Prohibited. It is the policy of the City of Forest Park that unauthorized aliens shall not be employed to perform work on city contracts involving the physical performance of services. Therefore, the city shall not enter into a contract for the physical performance of services within the State of Georgia unless the contractor shall provide evidence on the city-provided forms that it and its subcontractors have registered for and are participating in the federal work authorization program as defined by O.C.G.A. §

13-10-91 et seq. to verify information of all newly hired employees. The purchasing agent with the assistance of the city manager shall be authorized to conduct random audits of a contractor's or subcontractors' compliance with O.C.G.A. § 13-10-91 and the rules and regulations of the Georgia Department of Labor. The contractor and subcontractors shall retain all documents and records of its compliance for a period of three (3) years following completion of the contract. This requirement shall apply to all contracts for the physical performance of services where any persons are employed on the city contract.

Whenever it appears that a contractor's or subcontractor's records are not sufficient to verify the work eligibility of any individual in the employ of such contractor or subcontractor, the treasurer shall report same to the Department of Homeland Security.

A contractor's failure to participate in the federal work authorization program as defined by O.C.G.A. § 13-10-90 et seq. shall be sanctioned by termination of the contract and any other active contracts between the contractor and the city. If it is determined that a subcontractor is not participating in the federal work authorization program as defined by O.C.G.A. § 13-10-90 et seq., the City of Forest Park shall direct the contractor to terminate that subcontractor. A contractor's failure to follow the City of Forest Park's instruction to terminate a subcontractor that is not participating in the federal work authorization program as defined by O.C.G.A. § 13-10-90 et seq. shall be sanctioned by termination of the contract and any other active contract between the contractor and the city.

Any contractor found to be in non-compliance as defined by O.C.G.A. § 13-10-90 et seq. shall be placed on the city's ineligible vendor list for a period of twelve (12) months following the termination date of the contract.

The above requirements shall be in addition to the requirements of state and federal law, and shall be construed to be in conformity with those laws.

3-1-27 - Responsibility of bidders.

- A. **Determination of Non-responsibility.** If a bidder or offeror who otherwise would have been awarded a contract is found to be non-responsible, a written determination of non-responsibility shall be prepared by the purchasing agent. A copy of the determination shall be made part of the contract and vendor performance files.
- B. **Vendor Performance Rating.** The purchasing agent is authorized to establish a vendor performance rating system for use in eliminating those vendors who fail to perform or perform unsatisfactorily. Rating system may be used for evaluation and award of bids and contracts.
- C. **Penalties for Non-Performance.** The purchasing agent shall establish penalties for nonperformance for delivery failures or default in contract.
- D. **Ineligible Source List.**
 1. **Establishment of List.** The following persons or entities shall be placed on an ineligible source list pursuant to the provisions of this section for a reasonable period not to exceed three (3) years, based upon the recommendation of the treasurer and the approval of the city manager:
 - a. Any person or entity that submits a bid or proposal in bad faith; or

- b. Any person or entity that willfully or repeatedly breaches a contract with the City; or
- c. Any person or entity that repeatedly refuses to accept a bid or proposal award; or
- d. Any person or entity that has established a pattern or practice of unethical or immoral business practices; or
- e. Any person that has been convicted of a crime involving moral turpitude; or
- f. Any person or entity that is owned, controlled or managed, in whole or in part, by any other person described in a. through e. above.

3-1-28 - Collusive or anti-competitive practices.

Each bidder shall certify in writing that such bidder has not engaged in any collusive or anti-competitive practices in responding to a solicitation for bids or proposals.

3-1-29 - Approval of contracts.

- A. General Provisions. All contracts shall be reviewed and approved as to form by the city attorney prior to execution on behalf of the city. A contract shall conform to state and federal law and to city ordinances and shall otherwise contain such provisions as are reasonably necessary to protect the interest of the city.
- B. City Manager Authority. The city manager shall have the authority to sign contracts up to ten thousand dollars (\$10,000.00) without city council approval.

3-1-30 - Change orders and contract modifications.

- A. General Provisions. Except as hereinafter provided, any change order or other modification of a contract term shall be approved by the city council.
- B. City Manager Authority. The city manager shall have authority to approve all change orders to purchase orders and contracts up to an absolute value of twenty (20) percent of the original contract, provided the total change order amount is ten thousand dollars (\$10,000.00) or less.

3-1-31 - Emergency circumstances for change orders.

Where time is of the essence or emergency circumstances exist that will not permit delay of a project, the user department director shall notify the city manager before proceeding to authorize work. Subsequent city council ratification and approval must be obtained at the following public meeting. If work has not been satisfactorily completed by the scheduled meeting, then the city council must be informed and ratification scheduled at the earliest possible time.

3-1-32 - Specifications.

All specifications shall be prepared so as to promote overall economy for the purposes intended and encourage competition in satisfying the city's needs and shall not be overly restrictive. This policy applies to all specifications including but not limited to those prepared for the city by architects, engineers, designers and draftsmen.

3-1-33 - Types and use of specifications.

The purchasing agent is authorized to establish procedures for the applicability and appropriate use of "qualified products lists", "brand name or equal" specifications and "brand name" specifications.

3-1-34 - Renewals and extensions.

- A. General Provisions. Some contracts contain renewal clauses describing the conditions under which it may be renewed. The user department(s) must certify in writing to the purchasing agent that the contractor(s) has performed satisfactorily and met all of the requirements set forth in the original award. In rare instances, contracts may require an extension for such a period as may be necessary to afford the city a continuous supply of items or services in the event of the termination or near termination of the award/contract. The user department(s) must justify extensions in writing to the purchasing agent. The purchasing agent, if in agreement, may seek approval as outlined below.
- B. Approval Authority. The city council shall approve all renewals or term contract extensions:
 - 1. Where cost is greater than fifty thousand dollars (\$50,000.00).
 - 2. When the original contract was approved by the city council.
- C. The city manager shall otherwise approve all other renewals and extensions.

3-1-35 - Termination of contracts.

Upon recommendation by the user department(s), the city manager shall have the authority to cancel a contract for any reason to include but not limited to cause, convenience, and lack of appropriation of funds; and shall process the cancellation pursuant to the contract terms and conditions.

3-1-36 - Electronic transmissions of information.

Electronic commerce shall include but not limited to on-line vendor registration, acceptance of bids and proposals by electronic mail, electronic or virtual purchasing malls and catalogs, internet auctions and reverse auctions, notifications of solicitations and download capability and acceptance of electronic (digital) signatures.

Notwithstanding any other provisions, this chapter applies to records generated, stored, processed, communicated, or used for any purpose by the City of Forest Park for purchasing, acquisition, services, or disposition of personal property. This shall apply to all the City of Forest Park contracts except for public works contracts.

The treasurer or his/her designee is authorized to promulgate procedures to coordinate, create, implement, and facilitate the use of common approaches and technical infrastructure, as appropriate, to enhance the utilization of electronic commerce, electronic records, electronic signatures, and electronic security procedures by and for the City of Forest Park for these purposes.

The purchasing agent shall be authorized to develop, implement, and facilitate procedures for the use of electronic records, electronic signatures, and security procedures for all other

purposes. The purchasing agent is authorized to promulgate methods, means, and standards for secure electronic procurement transactions.

3-1-37 - Electronic signatures and records.

An electronic record satisfies any rule requiring a document to be in writing. An electronic signature satisfies any rule of law requiring a signature. Any electronic record is signed as a matter of law if it contains a secure electronic signature.

An electronic signature is deemed to be secure if it is created by application of a security procedure that is commercially reasonable and provided the electronic signature can be verified. Further, it is considered secure if it can be linked to the electronic record to which it relates in a manner such that, if the record is changed, the electronic signature is invalidated.

An electronic record is deemed to be secure if it is created by application of a security procedure that is commercially reasonable and agreed to by the City of Forest Park. The electronic record will be deemed secure when it can be verified not to have been altered since a specified point in time.

3-1-38 - Supplier diversity policy.

There is hereby established the following supplier diversity policy for the City of Forest Park:

The city is committed to diversifying the suppliers of its contracted goods and services and has elected to do so by maximizing the opportunities for local, veteran-owned, minority, women, and disadvantaged business enterprises to participate in the city's contracts. Accordingly, the city has established this supplier diversity policy in accordance with applicable law and regulations.

It is the policy of the city to ensure that all VOBs, MBEs, WBEs and DBEs (as defined below) have an equal opportunity to receive and participate in city contracts. It is also the city's policy:

- To ensure nondiscrimination in the award and administration of all city contracts;
- To create a level playing field on which VOBs, MBEs, WBEs and DBEs can compete fairly for city contracts;
- To ensure that the Supplier Diversity Policy is narrowly tailored in accordance with applicable law; and
- To help remove barriers to the participation of VOBs, MBEs, WBEs and DBEs in city contracts.

A. Definitions.

"Disadvantaged Business Enterprise (DBE)" is a for-profit small business concern that is at least fifty-one (51) percent owned by one (1) or more individuals who are both socially and economically disadvantaged or, in the case of a publicly owned business, at least fifty-one (51) percent of all classes of the stock are owned by one (1) or more such individuals; whose management, policies, major decisions and daily business operations are independently managed and controlled by one (1) or more of the socially and economically disadvantaged individuals who own it; is a Small Business Enterprise as defined by the U.S. Small Business Administration

regulations (13 CFR Part 121), averaged over three (3) years; and the person(s) meeting the criteria, as socially and economically disadvantaged, cannot have a personal net value over one million three hundred twenty thousand dollars (\$1,320,000.00).

"Minority Business Enterprise (MBE) is a sole proprietorship, partnership, limited liability company, or corporation owned, operated and controlled by Minority Group Members who (a) have at least fifty-one (51) percent ownership of the business entity; (b) maintain day-to-day operational and managerial control of the business entity; and (c) have interest in capital and earning commensurate with the Minority Group Member(s)' percentage of ownership.

"Women's Business Enterprise (WBE)" is a sole proprietorship, partnership, limited liability company, or corporation owned, operated and controlled by one (1) or more women who (a) have at least fifty-one (51) percent ownership of the business entity; (b) maintain day-to-day operational and managerial control of the business entity; and (c) have an interest in capital and earnings commensurate with women's percentage of ownership.

"Veteran-Owned Business (VOB)" is a veteran-owned business (VOB) concern that is not less than fifty-one (51) percent owned by one (1) or more veterans, or in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one (1) or more veterans; the management and daily business operations of which are controlled by one or more veterans.

B. Diversity Goal. Based on applicable law, the city may (1) set goals for the participation of VOBs, MBEs, WBEs and DBEs for any contracting opportunity; (2) help the prime contractor find qualified VOB, MBE, WBE and DBE subcontractors; and (3) monitor the performance of the prime contractor to ensure that it is using good faith efforts to meet the participation goals. Regardless of whether or not a goal is established for a contracting opportunity, the city encourages the full participation of all qualified businesses.

The city has established a goal of insuring that at least twenty-five (25) percent of the value of all contracting opportunities is awarded to qualified YOBS, MBEs, WBEs and DBEs.

C. Local Vendor Preference. There is established in Forest Park, a local vendor privilege. Bids or proposals awarded to local vendors contribute to the local tax base and will therefore, be given special consideration when bidding against out of jurisdiction (out-of-city) vendors. Bids or proposals received from local vendors may be given additional consideration in the form of additional points or other similar measures within the discretion of the staff so long as they are otherwise qualified and capable of delivering any goods or performing the work or services requested by the city.

A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements, as verified by the purchasing department, prior to any award of a contract or purchase:

1. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of the city;
2. The business or supplier must provide a copy of a current occupational tax certificate;
3. The business or supplier must have paid all real and personal taxes (if any) owed the city and not otherwise owe the city any funds; and

4. The business or supplier must certify its compliance with the Georgia Security and Immigration Act.

This policy shall not apply to any bid or proposal for material, equipment or services in excess of one hundred thousand dollars (\$100,000.00). In such cases, the bid award shall be subject to the competitive bidding requirements as otherwise provided herein or general law.

D. Ensuring Performance. It is the City's expectation that all prime contractors use their best good faith efforts to assist the city in meeting its supplier diversity goals. Best faith efforts can be demonstrated in a numerous ways. It is strongly encouraged that prime contractors utilize the numerous resources available to them to identify qualified VOBs, MBEs, WBEs and DBEs. The following organizations can assist prime contractors in identifying methods to increase supplier diversity:

- Georgia Minority Supplier Development Council
- National Association of Women Owned Businesses

Additionally, the city recognizes certifications of VOBs, MBEs, WBEs and DBEs from any of the following entities:

- Georgia Department of Transportation
- Clayton County
- Fulton County
- DeKalb County
- The City of Atlanta
- MARTA
- U.S. Small Business Administration
- The U.S. Department of Veterans Affairs



Safe Sanitizing Solutions

Prudential Dr
 Jacksonville, FL 32207
 Phone: 904-371-6530
 Email: info@safesanitizingsolutions.com

Quotation

To:
 City of Forest Park Georgia
 ATTN: City Manager
 Forest Parkway
 Forest Park , GA 30297

Quotation #: FSTPRK0621
Date: 23 June 2020
Customer ID: FSTPRK-GA

Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID	Proposed Shipping Date
	0620-0001	M. Thomas			Payable on Completion		Onsite Service

Quantity	Item	Units	Description	Discount	Taxable	Unit Price	Total
1	Building Sanitization		Complete electrostatic spray sanitization of area. To include all hot areas, common areas that are frequently touched, bathrooms, lobby, offices doors and door handles, light switches, tables and chairs. (Under 10,000 sq. ft.)		No	\$.50 per sq. ft.	
	Building Sanitization		Complete electrostatic spray sanitization of area. To include all hot areas, common areas that are frequently touched, bathrooms, lobby, offices doors and door handles, light switches, tables and chairs. (Over 10,000 sq ft.)		No	\$.40 per sq. ft.	
	Food Prep Areas		Wipe Down Service . All food prep areas are sprayed and wiped down manually after being sanitized.		No	\$75 per area	
	Police Department Vehicles		Squad vehicles . Complete electrostatic spray sanitization of the entire cabin area with a hospital grade disinfectant that kills viruses on contact with a 30 day control on treated surfaces.		No	\$80 per vehicle	
	Fire Department Vehicles		All Fire Vehicles, Complete electrostatic spray sanitization of the entire cabin area with a hospital grade disinfectant that kills viruses on contact with a 30 day control on treated surfaces.		No	\$110 per vehicle	

