



CITY OF  
**FORESTPARK**

## **Request For Bids**

**BID NO. 031424**

## **Pest Control For City of Forest Park**

**March 14, 2024**



CITY OF  
**FORESTPARK**

745 Forest Parkway, Forest Park, GA 30297 404-366-4720  
Website Home Page: [www.forestparkga.gov](http://www.forestparkga.gov)

March 14, 2024

**ATTENTION INTERESTED PROPONENTS:**

Your firm is hereby invited to submit to the City of Forest Park (the “City”), Procurement Division (“PD”), a Bid for professional services. The Bid is for a Pest Control Services for The City of Forest Park.

A **Pre-Bid Conference** will be held on **March 28, 2024 at 11:00 a.m.**, at City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297. The purpose of the Pre-Bid Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the appropriate City Department available at the conference to discuss this project and to answer any questions. Proponents are urged to attend the Pre-Bid Conference. **Site visits to the various City of Forest Park buildings will be conducted directly after the Pre-Bid Conference.**

Proponents will be allowed to ask questions during the Pre-Bid Conference. However, please note that oral answers to questions during the Pre-Bid Conference are **not** authoritative. **The last date to submit questions in writing is April 4, 2024 by 5:00p.m.**

Your response to this Request for Bids must be submitted to designated staff of the Procurement Division at 745 Forest Parkway, Forest Park, GA 30297, **no later than 2:00 p.m., April 18, 2024.**

**\*\*ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 2:00 P.M.\*\***

Bids will be publicly opened and read at 2:01 p.m. on the respective due date in the City Hall Council Chambers located at 745 Forest Parkway, Forest Park, GA 30297.

This bid is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility for monitoring the City’s website for any addenda to the BID. In the event of a conflict between a version of the Bid in the Proponent’s possession and the version submitted to the Public Works Department, the version submitted to the Public Works shall govern.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Bids when it is for good cause and in its best interest. The City reserves the right to select the most responsive and responsible bidder the City deems is in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,

A. Girard Geeter  
Procurement Manager

### **Mission Statement**

It is the mission of the City of Forest Park to enhance, strengthen, and grow our city by collaborating with our community to provide the highest level of service. Striving to be recognized as a diverse community that values and respects all members. We will strive to provide fair, professional, and courteous service through transparency and open communication. As we work to achieve this mission, we will have integrity beyond reproach while employing fiscal discipline and innovation. In this work there is no praise and raises for mediocrity.

# TABLE OF CONTENTS

**PART I: INFORMATION AND INSTRUCTIONS TO PROPONENTS**

**PART II: TECHNICAL INSTRUCTIONS, QUALIFICATIONS AND SCOPE**

**PART III: CONTENTS OF BID/REQUIRED SUBMITTALS**

**PART IV: EVALUATION OF BIDS**

**PART V: REQUIRED SUBMITTAL FORMS**

- Form 1: Bid Submittal Letter Form
- Form 2: Illegal Immigration Reform and Enforcement Act
- Form 3: Contractor's Statement of Legal Status and Financial Capability
- Form 4: Acknowledgement of Insurance and Bonding Requirements
- Form 5: Acknowledgment of Addenda
- Form 6: Proponent's Contact Directory
- Form 7: List of Clients
- Form 8: Schedule of Contract Fully Burdened Labor Rates (N/A)
- Form 9: Fee Acknowledgement Letter (N/A)
- Form 10: Non-Collusion Affidavit
- Form 11: Certification Regarding Debarment, Suspension, and Other Matters
- Form 12: Trade Secret Status
- Attachment A: Local, Small Business, Diversity Program (LSBD Forms 1-6)

**PART VI: ADDITIONAL FORMS WITH FINAL CONTRACT**

- Exhibit A: General Scope of Services
- Exhibit B: City Council Authorizing Resolution (To Be Inserted)
- Exhibit D: Insurance and Bonding Requirements
- Exhibit E: (Reserved)

## Part I

### Information to Proponents

1. **Services Being Procured:** This Request for Bids (“**BID**”) from qualified proponents (“**Proponent**” or “**Proponents**”) by the City of Forest Park (the “**City**”), seeks to procure the services (“**Services**”) detailed in the Scope of Services.

2. **Method of Source Selection:** This procurement is being conducted in accordance with all applicable provisions of the City’s Code of Ordinances, including its Procurement Code, and the particular method of source selection for the services sought in this BID is Code Section 3-1-16; Competitive Sealed Bids. **By submitting a Bid concerning this procurement, a Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City’s Code of Ordinances and Charter, which laws are incorporated into this BID by reference. Each Proponent also agrees to participate and abide by all requested information and abide by all City Programs.**

### 3. Minimum Qualifications:

3.1 A Joint Venture is optional for this BID.

**The responding firm should possess the following minimum qualifications that demonstrate its ability to provide the services listed in the Scope of Work and as needed by the City of Forest Park.**

### Contractor Responsibilities:

The contractor is responsible for implementation of the pest control program required by this specification. The contractor is responsible for providing pesticide applicators who have been trained and certified by a properly designated state lead agency as competent to handle and apply the classes of pesticide products necessary to implement the pest control program. Throughout the term of this contract, all contractor personnel providing on-site pest control service must meet state requirements for training, certification and licensing as Commercial Pesticide Applicators. Uncertified individuals working under the supervision of a Certified Applicator will not be permitted to provide service under the terms of this contract. The City considers a certified individual as any employee whom has been properly trained by the contractor and has received authorization by the Georgia State Department of Agriculture to dispense pesticide, insecticide or rodenticide.

4. **No Offer by City; Firm Offer by Proponent:** This procurement does not constitute an offer by City to enter into an agreement and cannot be accepted by any Proponent to form an agreement. This procurement is only an invitation for offers from interested Proponents and no offer shall bind City. A Proponent’s offer is a firm offer and may not be withdrawn except under the rules specified in City’s Code of Ordinances and other applicable law.

5. **Bid Deadline:** Your response to this BID must be received by the Procurement Division, **no later than 2:00 P.M., ET on April 18, 2024.** Any Bid received after this time will not be considered and

will not be accepted by the City. Bids will be opened and the names of the proponents will be read aloud publicly along with their proposed Bid price.

**6. Pre-Bid Conference:** Each Proponent is highly encouraged to attend the scheduled Pre-Bid Conference. Each Proponent must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully investigate the job requirements shall not relieve any Proponent from the responsibility of evaluating the difficulty or cost of successfully performing the Services properly.

**7. Procurement Questions; Prohibited Contacts:** Any questions regarding this BID should be submitted in writing to the City's contact person as designated in the Technical Instructions on or before the date so designated. Questions received after the designated period will not be considered. Any response made by City will be provided in writing to all Proponents by addendum. It is the responsibility of each Proponent to obtain a copy of any addendum issued for this procurement by monitoring the City's website at [www.forestparkga.gov](http://www.forestparkga.gov). In addition, the Bid can be found on Biznet.com and the Georgia Procurement Registry. No Proponent may rely on any verbal response to any question submitted concerning this BID. All Proponents and representatives of any Proponent are strictly prohibited from contacting any other City employees or any third-party representatives of City on any matter having to do with this BID. All communications by any Proponent concerning this BID must be made to the City's contact person, or any other City representatives designated by the Procurement Manager in writing.

**8. Ownership of Bids:** Each Bid submitted to the City will become the property of the City, without compensation to a Proponent, for the City's use, in its discretion.

**9. Georgia Open Records Act:** Information provided to the City is subject to disclosure under the Georgia Open Records Act ("GORA"). Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]" (Form 13)

**10. Insurance and/or Bonding Requirements:** The Insurance and/or Bonding requirements for any Agreement that may be awarded pursuant to this BID will be issued (i.e., payment and performance bonds). However, each proponent must include a copy of their liability accord insurance document with this Bid submittal. **All Bids more than \$50,000.00 will require a Bid Bond and a Performance Bond.**

**11. Applicable Diversity Program:** The City's Diversity Program is applicable to this procurement. By submitting a Bid in response to this procurement, each Proponent agrees to comply with such applicable Diversity Program.

**12. Special Rules Applicable to Evaluation of Bids:** A Proponent may submit subcontractors/subconsultants or equipment manufacturers with their Bid they plan to use.. The City reserves the right to disapprove any proposed subcontractors whose technical or financial ability, resources or experience are deemed inadequate.

**13. Examination of Bid Documents:**

- 13.1. Each Proponent is responsible for examining, with appropriate care, the complete BID and all Addenda and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Proponent, who is deemed to have included all costs for performance of the Services in its Bid.

Each Proponent shall promptly notify the City in writing should the Proponent find discrepancies, errors, ambiguities or omissions in the Bid Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the BID. Replies to such notices may be made in the form of an addendum to the BID, which will be issued simultaneously to all potential Proponents who have obtained the BID from City.

- 13.2. The City may, in accordance with applicable law, by addendum, modify any provision or part of the BID at any time prior to the Bid due date and time. The Proponent shall not rely on oral clarifications to the BID unless they are confirmed in writing by the City in an issued addendum.

**14. Oral Presentations and Demonstrations:** All responsive Proponents may be required to make an oral presentation of their proposed solution to the City's Evaluation Committee. The Key Personnel (or some group thereof) as identified in the Proponent's Bid must be active participants in the oral presentation. The Proponent's presentation should focus on an understanding of the capabilities of the proposed solution. The City will notify responsive proponents of the date, time and location for the presentation, and will supply an agenda or topics for discussion. The top three proponents based on the evaluator scores will be selected to move forward with a service contract. In the case of a tie, oral presentations will take place with the third ranked proponents for that third selection.

**15. Cancellation of Solicitation:** This solicitation may be cancelled in accordance with the City's Code of Ordinances.

**16. Disqualification of Proponents:** Any of the following may be considered as sufficient for disqualification of a Proponent and the rejection of the Bid:

- a. Submission of more than one Bid for the same work by an individual, firm, partnership or Corporation under the same or different name(s);
- b. Evidence of collusion among Proponents;
- c. Previous participation in collusive bidding on Work for the City;
- d. Submission of an unbalanced Bid, in which the prices quoted for same items are out of proportion to the prices for other items;
- e. Lack of competency of Proponent (the Agreement will be awarded only to a Proponent(s) rated as capable of performing the Work; the City may declare any Proponent ineligible at any time during the process of receiving Bids or awarding the Agreement where developments arise which, in the opinion of the City, adversely affect the Proponent's responsibility;
- f. Lack of responsibility as shown by past Work judged from the standpoint of workmanship and progress; financial irresponsibility, including but not limited to, leaving retainage in City account;

- g. Uncompleted Work for which the Proponent is committed by Agreement, which in the judgment of the City, might hinder or prevent the prompt completion of Work under this Agreement if awarded to such Proponent; and
- h. Being in arrears on any existing or prior contracts with the City or in litigation with the City thereon or having defaulted on a previous contract with the City.

**17. Award of Agreement; Execution:** If the City awards an Agreement pursuant to this procurement, the City will prepare and forward to the successful Proponent an Agreement for execution substantially in the form included in this BID.

**18. Illegal Immigration Reform and Enforcement Act:** This BID is subject to the Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA” or “the Act”). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSCIA. Pursuant to the Act, the Proponent must provide with its Bid proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. A completed Contractor Affidavit (Form 2), set forth in Part 4; Illegal Immigration Reform and Enforcement Act Forms, must be submitted with the Bid. Under state law, the City cannot consider any Bid which does not include completed forms. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit (Form 2) on behalf of and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit (Form 2). It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>. Additional information on completing and submitting the Contractor Affidavit (Form 2) precedes the Affidavit.

**19. Multiple Awards:** The City reserves, at its sole discretion, the option to award to multiple Proponents. Multiple awards may be made on the total Scope of Services or components of the Scope of Services.

**20. Electronic Bid Documents.** This BID is being made available to all Proponents by electronic means. By responding to this BID, Proponent acknowledges and accepts full responsibility to ensure that it is responding to the correct form of BID, including any addenda issued by the City's Department of Procurement. Proponent acknowledges and agrees that in the event of a conflict between the BID in the Proponent's possession and the version maintained by the Procurement Division, the version maintained by the City's Department of Procurement shall govern. The BID document is available for download at the City's websites [www.forestparkga.gov/Bids](http://www.forestparkga.gov/Bids) and [www.bidnetdirect.com/georgia/cityofforestpark](http://www.bidnetdirect.com/georgia/cityofforestpark) and the [Georgia Procurement Registry](http://Georgia Procurement Registry).

**21. Title VI Solicitation Notice.** The City of Forest Park, in accordance with the provisions of and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will



be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## **Part II Technical Instructions, Qualifications and Scope**

### **REQUEST FOR BIDS**

#### **Introduction**

**A. General Information-** The City of Forest Park is located nine miles south of Atlanta and five miles east of Hartsfield-Jackson Atlanta International Airport. Forest Park is the largest city in Clayton County and centrally located in the northern part of the County. It is bordered on the west by I-75, to the north by the Mountain View/Conley areas and I-285, and to the southeast by Lake City and Morrow. Jonesboro, the county seat, is located directly south of Forest Park. Clayton County is included in the Atlanta Metropolitan Statistical Area and the ten county Atlanta Regional Commission (ARC). The city's population is approximately 19,823.

**B.** The City of Forest Park, Georgia is requesting Competitive Sealed Bids from qualified firms to provide Pest Control services throughout the city to ensure compliance with applicable codes.

**C. The initial term of this agreement will be for three years. After the three years, Forest Park City Council will evaluate for an additional two years.** The contract may be renewed for two (2) successive (1) year terms upon the same terms and conditions stated in the contract. The services shall commence after acknowledgement of receipt of the written notice to proceed.

**1. Cover/Letter of Interest**—Each Bid must have a Cover/Letter of Interest expressing the firm's interest in being considered for the project and summarizing the qualifications and experience relevant to the scope. Include a statement regarding the consultant's availability to dedicate time, personnel, and resources to this effort. The letter of interest must include a commitment to the availability of all key staff, and any subconsultants to provide specified services. In addition, the letter should include the company's information including name of company (include any DBA names); headquarters and parent company locations; and brief history of the company; Company's mailing address, contact person, telephone number for primary contact person, and email address; and a principal or officer of the company authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

**2. Organization Structure**—Provide an organizational chart that list key team and their titles and describe the position roles in the organization. In the event there is need to replace key team members during the term of any contract awarded, if any, the proponent must describe its back-up personnel, identify the individual(s) and role(s). Provide a resume for all staff to be used on the project. Submit a resume not exceeding two (2) pages for each person, organized as follows:

- Name and title
- Professional background
- Current and past relevant employment
- Education
- Certifications
- List of three (3) relevant projects, including client name, project description, project value, role of the individual, project completion date, reference contact name, phone number and e-mail address.

**3. Management Plan**—Provide information on how the firm plans to perform tasks and execute the work. A person must be designated as the principal contact for the tasks associated with the scope. Provide information on the experience of the principal contact person on similar projects and at least two references with contact information.

**4. Quality Control Plan**—The proponent must submit an executive level plan describing the management process the proponent will implement to ensure all work and services performed are of the highest quality. The approach should include a description of the proponent’s process as it pertains to equipment, methods, techniques, and procedures used to ensure accurate and comprehensive services. The proponent should describe its means and methods of reporting levels of service, etc. Describe the proponent’s corrective action plan. Describe how the proponent’s organizational structure supports this plan and clearly identify responsible and accountable parties. Describe what information you would expect the city to supply or be responsible for.

**5. Experience & Past Performance**—Please include information describing the firm’s experience that pertains to the discipline described in the scope of work for this BID, including examples of similar work for municipalities. Provide a minimum of three (3) specific examples of relevant and similar experience of Pest Controls of a similar size, scope, and complexity. Include the municipality, contact person, address, phone number and email.

### **Submittal Requirements**

Bids submitted by facsimile or emails are not acceptable and will not be considered. One (1) three ring binder original signed Bid and three (3) duplicates should be tabbed, spiral bound either 8 1/2 x 11 or 11 x 17 doubled sided, with page numbers and table of contents. Include one (1) digital PDF version on a USB thumb drive submitted in a sealed package with the name of the Firm and **the BID titled “Pest Control Services,”** clearly marked on the outside of the package. A separate sealed envelope titled **“Cost Bid of (firm Name)” shall be included within the larger sealed envelope.**

### **Bid Form**

In submitting a Bid for this project, the firm shall prepare and enclose **In A Separate Envelope, the Bid Form must be included with your submission.** The cost Bid is to contain all pricing

information relative to performing the scope of work as described in the BID. The total all-inclusive maximum not to exceed price is to contain all direct and indirect costs including all out-of-pocket expenses. Provide a budget (for information only) for each task for the entire scope of services. The cost Bid should be inclusive of all deliverables and expenses associated with Pest Controls as outlined in the scope of services.

**The Bid shall be delivered to the Forest Park City Hall by 2:00 p.m. local time on April 18, 2024, for a Bid to be considered. The Bid should be addressed as follows:**

**CITY OF FOREST PARK  
ATTN: A. GIRARD GEETER, PROCUREMENT MANAGER  
745 FOREST PARKWAY  
FOREST PARK, GA 30297  
[ageeter@forestparkga.gov](mailto:ageeter@forestparkga.gov)**

**Do not submit Bids to any other person or location by any other method.**

## **SCOPE OF SERVICES**

**SPECIFICATIONS AND SCOPE OF WORK** This section stipulates the elements of the BID under evaluation. Please remember that your solution will be evaluated for content, thoroughness, and clarity of response to all criteria requested in this Bid. Respond precisely and concisely to each and all specific questions and/or topics by providing the requested information on separate pages, clearly labeled in your response (IE 5.4). CITY OF FOREST PARK is not responsible for locating data included in your response that is not properly identified as instructed.

5.2 References- Contractor must submit three comparable references of contracts of similar scope and work. References must be filled out on the forms provided including all requested information.

5.3 All work shall be done in accordance with the Georgia Department of Agriculture Division of Regulatory Services and instruction from CITY OF FOREST PARK.

5.4 Workmanship shall be of good quality and must meet or exceed the standards of the industry.

5.5 Work Order- The contractor shall submit a work schedule prior to any work being performed. This schedule must show that the work is scheduled during non-building hours as specified. A sample copy of this schedule should be included in your submission.

5.6 Response Time- Contractor shall have qualified personnel available 24 hours a day, seven days a week in the event of any emergency to respond to any pest control issues. This service shall be provided at no additional cost. Please list the contact name, contact information and personnel available for this requirement. In addition, please list guaranteed response times for this service. (separate page, labeled)

5.7 Dedicated Technicians- CITY OF FOREST PARK requires the contractor to provide dedicated service technicians for this contract. The use of revolving technicians is not permitted. Include with your response how your company will manage this process.

5.8 Integrated Pest Management (IPM) - Contractor shall provide a comprehensive IPM plan for all areas to be treated under this contract. This plan shall conform to all CITY OF FOREST PARK specifications and is a process for achieving long-term, environmentally friendly sound, pest suppression through the use of a variety of technological and management practices. Control strategies in an IPM Plan should extend beyond the application of pesticides to include structural and procedural modification that reduce the food, water, harborage, and access used by pests. The contractor is required to provide training and information to the system-wide custodial staff describing preventative measures to eliminate pest through cleaning procedures. Please include your IPM on a separate page, labeled

5.8, Integrated Pest Management (IPM)

5.8.1 Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide application components of the IPM

5.9 Structural Modifications and Recommendations- Contractor shall be responsible for advising the IPM coordinator about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. CITY OF FOREST PARK will not hold the Contractor responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of sealing materials by contractor to eliminate pest harborage may be approved by CITY OF FOREST PARK on a case-by-case basis. Contractor shall obtain the approval CITY OF FOREST PARK prior to any application of sealing material or other structural modification.

5.10 Use of Pesticides- All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA) and by the State of Georgia. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturers label instructions and all applicable Federal, State, and Local regulations.

5.11 The Contractor shall adhere to the following rules for pesticide selection and use:

5.11.1 Non-pesticide products and their use- Contractor shall use non-pesticide method of control whenever possible. For example: Allergen-filtering portable vacuums rather than pesticide sprays shall be used for initial clean-outs of cockroach infestations, swarming (winged) ants, termites, and spiders in webs.

5.11.2 Products- Please provide on separate page, labeled 5.11, a list of all products (pesticide and non-pesticide) to be used in the performance of this contract. CITY OF FOREST PARK 11 PROCUREMENT DIVISION

5.11.3 Application by need- Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specified area. Preventative pesticide treatment of areas where surveillance indicates a potential insect or rodent infestation is acceptable on a case-by-case basis, as approved by CITY OF FOREST PARK.

5.11.4 Pesticide Products and their use- When it is determined that a pesticide must be used to obtain adequate control, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of product necessary to achieve control. When selecting pesticide products, highest priority should be given to pesticides with a signal work of caution. Containerized and other types of crack-and crevice applied bait formulations, rather than sprays, shall be used for cockroach control and ant control wherever appropriate. As a general rule, liquid aerosol or dust formulations shall be applied only as crack-and-crevice treatments with application devices specifically designed or modified for this purpose. "Crack-and-Crevice" is defined in this contract as an application of small amounts of insecticides into cracks and crevices in which insects hide or through which they may enter a building. Application of pesticide liquid, aerosol, or dust to exposed surfaces and pesticide space sprays (including fogs and ultra-low volume applications), shall be restricted to unique situations where no alternative measures are practical. Contractor shall obtain the approval of CITY OF FOREST PARK, Building Maintenance, prior to any application of pesticide liquid, aerosol, or dust to exposed surfaces, or any space spray treatment.

The contractor shall take all necessary precautions to ensure staff safety and all necessary steps to ensure the containment of the pesticide to the site application.

5.11.5 Pesticide Storage/Disposal- Contractor shall not store or dispose of any pesticide product on CITY OF FOREST PARK property.

5.11.6 Pesticide Sales and Distribution- Contractor shall not sell, share, or make available any pesticide products to any non-licensed CITY OF FOREST PARK employee.

5.12 Rodent Control- As a general rule, rodent control inside occupied buildings shall be accomplished by trapping devices. All such devices shall be concealed out of general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by Building Maintenance coordinator. Trapping shall not be performed during periods when maintenance will be delayed by holidays, weekends, etc. Contractor shall be responsible for disposal of all trapped rodents and trapping devices in an appropriate manner. In circumstances when rodenticides are deemed essential for adequate rodent control occupied facilities, the Contractor shall obtain the approval of CITY OF FOREST PARK IPM coordinator prior to making any interior rodenticide treatments. All rodenticides, regardless of packaging, shall be placed in EPA approved, tamper resistant, bait boxes to be inaccessible to children, pets, wildlife and domestic animals. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations, and with an emphasis on the safety of non-target organisms. The contractor shall adhere to the following rules: All bait boxes shall be placed out of the general view, in locations not to be disturbed by routine operations The lids of all bait boxes shall be securely locked or fastened shut All bait boxes shall be securely attached or anchored to the floor, ground, wall, or other surfaces to ensure that the box cannot be moved. Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway All bait boxes shall be labeled with the Contractor's business name and address, and dated at the time of installation and at each servicing.

5.13 Program Evaluation- CITY OF FOREST PARK will continually evaluate the progress of this contract in terms of the effectiveness and safety, and will require such changes as necessary. The Contractor shall take prompt action to correct all identified deficiencies, to the satisfaction of CITY OF FOREST PARK.

5.14 Quality Control Program- Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Contractor shall submit, for evaluation, a copy of his program as part of the Bid submission (separate page, labeled accordingly). The program shall include, but not limited to the following: City of Forest Park Building Maintenance.

5.14.1 Inspection System- Contractor shall develop a system for monitoring the effectiveness of the services provided for the purpose of detecting and correcting deficiencies before the level of performance becomes acceptable to CITY OF FOREST PARK and/or the Health Department.

5.14.2 Quality Control Checklist- A Quality Control Checklist shall be used in evaluating contract performance. Checklist shall include all facilities serviced by the Contractor, as well as, every task to be performed.

5.14.3 Quality Control File- A Quality Control File shall contain a record of all inspections conducted by Contractor and any corrective actions taken. This file shall be maintained throughout the term of the contract and made available to CITY OF FOREST PARK upon request.

5.15 Inspectors- The Contractor shall state the name(s) of the individual(s) responsible for performing quality control inspections, including qualifications. (Separate page, labeled)

5.16 The following pests shall be adequately controlled under the terms of this contract:

5.16.1 Indoor Populations of rodent (EG Norway and roof rats, house mice), cockroaches, all varieties of ants, spiders and any other arthropod pests. Treatment for these pests shall include a ten-foot perimeter around all building structures. A minimum of six times per year. In addition, all dumpsters shall be baited with bait maintained during the months of August through September to suppress fly infestation.

5.16.2 Termite Control- Swarms shall be knocked down as part of the fixed price contract as emergency work. Areas to be treated to control termites shall be measured and reviewed with CITY OF FOREST PARK and treatment shall be based on unit price.

5.16.3 Once a month, the Contractor shall remove all spider webs and wasp nests from interior doors, windows, and covered walkways.

5.16.4 Every other month, the Contractor shall remove all spiders and webs from interior hallways and doorways.

5.16.5 Contractor shall maintain baiters for yellow jackets at building dumpsters. This shall be maintained during the active months for yellow jackets.

5.17 Portables- All portable offices shall be treated for pests prior to opening.

5.18 Record Keeping- Contractor is responsible for providing records that will be maintained in a pest control log for each building or site specified in this contract. Contractor shall submit the required information for routine or emergency services along with the monthly invoice. A work order shall be issued for emergency services. Each log shall contain the following:

5.18.1 Pest Control Plan- A copy of the contractor's approved Control Plan for the facility, including labels and MSDS sheets for all pesticides used, brand names for all pest control devices, and equipment being used on CITY OF FOREST PARKS property, along with the Contractor's service schedule for each property/site.

5.18.2 Service Request Forms- Customer copies of the Contractor's Service Report Form, documenting all information on pesticide applications, pest sightings, sanitation/environmental

status/ Building maintenance needs should be forwarded to CITY OF FOREST PARK IPM coordinator at least once a month, with emergency work orders submitted weekly.

5.19 Public Access to Records- Contractor shall fulfill all obligations with regard to public access to pest control service records or any other element of the execution of this contract.

5.20 Times of Service- Contractor shall perform routine pest-control services only during times when staff are not expected to be present for normal activities for at least three hours (or longer if required by product label). This contract requires flexibility and may require service times when it's convenient for the building and working around their schedule. Contractor must maintain records for any emergency treatments documenting rationale.

5.21 Safety and Health- Contractor shall observe all safety precautions throughout the performance of this contract and assume full responsibility and liability for compliance with all applicable regulations pertaining to the health liability for compliance with all applicable regulations. Contractor shall hold CITY OF FOREST PARK harmless for any action on its part, or on the parts of its employees or representatives that results in illness, injury, or death.

5.22 Uniforms and Protective Clothing- All Contractor personnel working on CITY OF FOREST PARK property shall wear distinctive uniform clothing. Contractor shall determine and provide additional personal protective equipment required for the safe performance of said work, which must at a minimum, conform to OSHA standard for the products/services being utilized in the accomplishment of this contract.

5.23 Vehicles- All Contractor vehicles must be clearly identified in accordance with State and Local regulations and shall be operated in a safe manner on CITY OF FOREST PARK property.

5.24 Licensing- Throughout contract term, the Contractor shall maintain a current license issued by the Georgia Department of Agriculture Division of Regulatory Services. In addition, all Contractor personnel providing on-site services must be under the direct supervision of a person licensed to apply pesticides. Please provide with your response on a separate page and labeled, copies of all pertinent licensing.

5.25 Project Management- CITY OF FOREST PARK desires single point of contact for all contract management related activities. Please provide on a separate page, labeled, the name and brief bio of the person responsible for satisfaction of this requirement.

5.26 Scope of Work- Please provide on a separate page and labeled, a detailed scope of work detailing the methodology you are proposing to meet the terms and specifications of this contract. Attention should be paid to the specified elements of this contract, but please include any other details that you are offering to ensure the most efficient and effective performance of this contract. Please note that this written SOW will be a primary element examined by the committee in the non-cost evaluation of this



5.27 Value Added- Please provide on a separate page and labeled any unique elements of your offer, not already specified or proposed that you believe will bring value to this contract. CITY OF FOREST PARK is sole determinant of the validity of the value to CITY OF FOREST PARK.

5.28 Billing-Invoices shall be sent monthly or at the end of each project unless prior arrangements are made for submission at shorter intervals. Partial billing can be submitted for payment on projects lasting longer than one month, but must be clearly marked "Partial Billing". All invoices must match contract pricing exactly and must include relevant documentation

## 6.0 Bid Form

6.1 The corresponding Bid Form must be submitted with the BID response. It can be downloaded as a separate document entitled "Bid Form" from the CITY OF FOREST PARK Purchasing Webpage.

6.2 All relevant cost considerations should be noted on this Form, as CITY OF FOREST PARK will not consider additional costs after award.

6.3 Optional Termite Cost- Please provide optional termite cost as disclosed on the Bid Form to be used on an as needed basis.

# BID FORM FOR PEST CONTROL SERVICES

NAME	ADDRESS	MONTHLY COST	ANNUAL COST
CITY HALL	745 FOREST PWKY		
RECREATION	803 FOREST PWKY		
PB&Z	785 FOREST PWKY		
PERSONNEL	785 FOREST PWKY		
PUBLIC WORKS/ FLEET	5230 JONES RD		
SENIOR CENTER	5087 PARK DR		
POLICE- NON EMER	320 CASH MEMORIAL BLVD		
FIRE STATION #1	4537 JONESBORO RD		
FIRE STATION #2	785 LINDA WAY		
FIRE STATION #3	2336 ANVIL BLOCK RD		
MUSEUM	4995 ASH ST		
VIPER/COP HOUSE	223 PARK AVE		
OUTDOOR POOL	5031 PARK AVE		
FOOTBALL STADIUM	144 LAKE DR		
STARR PARK AMPHITHEATER	5031 PARK AVE		
BLOCK BLDG	655 BRIDGE AVE		
PUBLIC SAFETY BLDG	2090 ANVIL BLOCK RD	****	
<b>TOTAL (MONTHLY &amp; ANNUAL COST)</b>			

**Company Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

### **Ownership of Bid**

All material submitted regarding this BID becomes the property of the City of Forest Park and will only be returned to the Consultant at the City's option. Responses may be reviewed by any person after the final award has been made. The City of Forest Park has the right to use any or all ideas presented in reply to this request. Dis-qualification of a Consultant does not eliminate this right.

### **Release of Claims, Liability, and Preparation Expenses**

Under no circumstances shall the city be responsible for any Bid preparation expenses, submission costs, or any other expenses, costs, or damages of whatever nature incurred as the result of a respondent's participation in this BID process. The respondent understands and agrees that it submits its Bid at its own risk and expense and releases the city from any claim for damages or other liability arising out of the BID and award process.

### **Errors in Bids**

The city shall not be liable for any errors in the respondent's Bid. No modifications to the Bid shall be accepted from the respondent after the submittal date and time. The respondent is responsible for careful review of its entire Bid to ensure that all information is correct and complete. Respondents are responsible for all errors or omissions contained in their Bids.

### **Withdrawing Bids**

Respondents may withdraw their Bid at any time prior to the submittal deadline by submitting a written request to the contacts for BID inquiries indicated on the submittal guidelines page. The written request must be signed by an authorized representative of the respondent. The respondent may submit another Bid at any time prior to the submittal deadline. No Bid may be withdrawn after the submittal date and time without approval by the city. Such approval shall be based on the respondent's submittal, in writing of reason acceptable to the city in its sole discretion.

### **Addendums**

The city reserves the right to issue an addendum to the BID at any time for any reason. If any addenda are issued, such addenda shall be issued by the city prior to the time that Bids are received and shall be considered part of the BID.

### **Responsible Prospers (Respondents)**

The city reserves the right to award project contracts only to responsible respondents. Responsible respondents are defined as firms that meet the requirement of this BID and demonstrate the financial ability, resources, skills, capability, willingness, and business integrity necessary to perform the contract. The city's determination of whether a respondent is a responsible respondent is at the city's sole discretion.

### **Notification of Award**

If the city makes an award as a result of this BID process, the city will deliver to the selected respondent a notice of selection. The resulting contract shall consist of, but not be limited to, the following:

1. The terms, conditions, specifications, and requirements of this BID and its attachments
2. The addenda issued by the city pursuant to this BID
3. All representations (including, but not limited to, representations as to performance and financial terms) made by the respondent in its Bid and during any meeting(s) with the city
4. Any mutually agreed upon written modifications to the terms, conditions, specifications, and requirements to this BID or to the Bid.

**PART V**

**SUBMITTAL CHECKLIST**

This table is included for Proponent's convenience and may be used to track the preparation and submittal of certain required information with its Bid.

<b>Item #</b>	<b>Required Bid Submittal Check Sheet</b>	<b>Check (v)</b>
1	Title Page	
2	Executive Summary	
3	Management Plan	
4	Experience and Past Performance	
5	Organizational Structure/Key Personnel	
6	Quality Control Plan Approach	
7	Procurement Plan (N/A)	
8	Local, Small Business, Diversity Program Plan	
9	Safety Record and Experience (N/A)	
10	Surety Letter Regarding Bonding History (N/A)	
11	Form 1: Bid Submittal Letter Form	
12	Form 2: Illegal Immigration Reform and Enforcement Act	
13	Form 3: Contractor's Statement of Legal Status and Financial Capability	
14	Form 4: Acknowledgement of Insurance Requirements	
15	Form 5: Acknowledgment of Addenda	
16	Form 6: Proponent's Contact Directory	
17	Form 7: List of Clients	
18	Form 8: Schedule of Contract Fully Burdened Labor Rates (N/A)	
19	Form 9: Fee Acknowledgement Letter (N/A)	
20	Form 10: Non-Collusion Affidavit	
21	Form 11: Certification Regarding Debarment, Suspension, and Other Matters	
22	Form 12: Trade Secret Status	
23	Joint Venture Agreement (if applicable)	
24	Georgia License(s)	
25	State of Georgia Certificate of Existence	
26	Local, Small Business, Diversity Program (LSBD Forms 1-4)	

**FORM 1**  
**BID SUBMITTAL LETTER**

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

BID # \_\_\_\_\_

The undersigned, \_\_\_\_\_, hereby submits its qualification based bid to furnish all services, labor, materials, or equipment, delivered by the undersigned for the above referenced BID to the City of Forest Park, Georgia.

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

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this BID Submittal Letter this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Notary Public: \_\_\_\_\_

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

[SEAL]

**Required Submittal (FORM 2)**  
**Illegal Immigration Reform and Enforcement Act Forms (Page 1 of 3)**

**INSTRUCTIONS TO OFFERORS:**

All Offerors **must** comply with the **Illegal Immigration Reform and Enforcement Act, O.C.G.A §13-10-90, et seq. (IIREA)**. IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSICA. Offerors must familiarize themselves with IIREA and are solely responsible for ensuring compliance. Offerors must not rely on these instructions for that purpose. The instructions are offered only as a convenience to assist Offerors in complying with the requirements of the City's procurement process and the terms of this solicitation document.

1. The attached Contractor Affidavit (Form 1) must be filled out **COMPLETELY** and submitted with the Bid/bid.
  2. The Contractor Affidavit must contain an active Federal Work Authorization User ID Number, also known as an E-Verify Company ID Number or E-Verify Number, and Date of Authorization (mm/dd/yyyy). **Please Note: The E-Verify Company ID Number is not a Tax ID Number, Social Security Number or formal contract number.**
  3. If the Offeror is a Joint Venture and the Joint Venture has an EIN, **one** Contractor Affidavit must be completed by the Joint Venture and it must include the E-Verify Company ID Number issued to the Joint Venture. Each business participating in the Joint Venture does **not** need to submit a separate Contractor Affidavit.
  4. If the Offeror is a Joint Venture and the Joint Venture does not have an EIN, each business participating in the Joint Venture **must** complete and submit its own Contractor Affidavit. The Contractor Affidavit must include the participating business's E-Verify Company ID Number.
  5. All Contractor Affidavits must be executed by an authorized representative of the entity named in the Affidavit.
  6. **All Contractor Affidavits must be sworn, signed and dated in the physical presence of a notary public. The signature dates for both the authorized representative and notary public must be the same.**
  7. \*Subcontractor and sub-subcontractor affidavits are not required at the time of Bid/bid submission but will be required at contract execution phase or in accordance with the timelines set forth in IIREA.
  8. Offeror's failure to comply with the above instructions may result in the Offeror being deemed non-responsive.
-

**Required Submittal (FORM 2)**

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows: **(a)** the Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program; **(b)** the Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof; **(c)** the Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof; **(d)** the Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract; **(e)** the Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c); **(f)** the Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and **(g)** Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number Date of Authorization (mm/dd/yyyy)

\_\_\_\_\_  
Name of Contractor (*Legal Name of Offeror*)

\_\_\_\_\_  
Name of Project/Solicitation Number

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

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ in \_\_\_\_\_ (City), \_\_\_\_\_(State).

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

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

***\*The signature dates for both the authorized representative and notary public must be the same.***



**Required Submittal (FORM 2b)**  
**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number      Date of Authorization (*mm/dd/yyyy*)

\_\_\_\_\_  
Name of Subcontractor (*Legal Name*)      Name of Project/Solicitation Number

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

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ in \_\_\_\_\_(City), \_\_\_\_\_(State).

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

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

*\*The signature dates for both the authorized representative and notary public must be the same.*

**Required Submittal (FORM 3)**

**Contractor's Statement of Legal Status and Financial Capability**

*For official and confidential use by the City of Forest Park, Georgia*

**Purpose/Instructions:** The following information will be used by the City of Forest Park, Georgia in determining whether or not the identified **Contractor** has, in the opinion of the City of Forest Park, Georgia, the financial capability to successfully fulfill its obligations to the City.

If space on this form is inadequate for any requested information, please furnish on attached pages with a reference to the appropriate question number on this form.

**A. Submission Information:**

1. This Statement is being submitted as required by a FOREST PARK Solicitation:

FOREST PARK Solicitation #: \_\_\_\_\_

Project Name: \_\_\_\_\_

2. This information is current as of (date): \_\_\_\_\_

**B. Contractor Information**

1. Official Company/Entity Name: \_\_\_\_\_

(hereinafter "Contractor")

2. Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

3. If at this address less than 1 year, prior address: \_\_\_\_\_

\_\_\_\_\_ City/State/Zip: \_\_\_\_\_

4. Primary contact regarding this information: \_\_\_\_\_

5. Telephone Number: \_\_\_\_\_

6. Email Address: \_\_\_\_\_

**C. Development Entity.** The Development entity named above is:

A sole proprietorship — Soc. Sec. # \_\_\_\_\_

A corporation — FID # \_\_\_\_\_

A nonprofit or charitable institution or corporation — FID # \_\_\_\_\_

A partnership \_\_\_\_\_ — FID # \_\_\_\_\_

A business association or a joint venture — FID # \_\_\_\_\_

A limited liability company — FID # \_\_\_\_\_

A Federal, State, or local government or instrumentality thereof

Other / explain: \_\_\_\_\_

**D. Date and State of Organization.** If the Contractor is not an individual or a government agency or instrumentality:

---

1. Date of organization: \_\_\_\_\_

2. State of organization: \_\_\_\_\_

**E. Contractor Principals.** Names of owners, officers, directors, trustees, and principal representatives of the development entity

Name, Title, Address, ZIPCode	Description of interest/relationship	% of Ownership Interest

**F. Contractor Affiliations.** Is the Contractor a subsidiary or parent of or affiliated with, any other corporation or corporations or any other firm or firms?

Yes                       No

If Yes, provide the following information:

Corporation/Firm	Relationship to Contractor	Common Officers/Directors/Owners/ Trustees/Representatives
Name Address		
Name Address		

If the Contractor is different than the parent corporation or firm, will the parent corporation or firm guarantee performance under this Bid?

Yes                       No

**G. Bankruptcy.** Has the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor’s officers or principal members, shareholders or investors filed for bankruptcy, either voluntary or involuntary, within the past 10 years?

Yes                       No

---

If Yes, provide the following information:

Name	Court	Date	Status

**H. Loan Defaults.** Has the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor’s officers or principal members, shareholders or investors defaulted on a loan or other financial obligation? (*attach additional sheets if needed*)

Yes     No

If Yes, explain: \_\_\_\_\_

**I. Criminal Litigation.** Is the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor’s officers or principal members, shareholders or investors party to any past or pending criminal litigation?

Yes     No

If Yes, provide the following information, and attach any additional information or explanation deemed necessary:

Date Filed	Court	Charge/Current Status

**J. Civil Litigation.** Is the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor’s officers or principal members, shareholders or investors party to any pending civil litigation that could potentially impact the financial capability of the Contractor to complete the proposed development?

Yes     No

If Yes, provide the following information, and attach any additional information or explanation deemed necessary:

Date Filed	Court	Current Status

**K. Conflict of Interest.** Does any member or employee of the City of Forest Park, Georgia have any direct or indirect personal interest in the Contractor or in the redevelopment or rehabilitation of the property being proposed by the Contractor?

Yes                       No

If Yes, explain:

**L. Source of Financing.** Provide an itemization of planned or likely sources of funds to be used to cover Contractor's obligations under the project.

1. Provide a copy of a letter of interest from potential lenders, or
2. Provide any other evidence of Contractor's ability to obtain debt financing.
3. Provide name and address of financial institution reference(s).

**M. Financial Condition.** Provide an audited financial statement for each of the previous two years presented in accordance with generally accepted accounting principles and accompanied by an unqualified opinion of certified public accountants. If the date of this audited financial statement precedes the date of this submission by more than six months, also attach an interim balance sheet not more than 60 days old.

**N. Previous Forest Park Projects.** Has the Contractor or its parent entity (if any), or any subsidiary or affiliated entity of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors had any previous contractual relationship with the City of Forest Park?

Yes                       No

Project Name	Description	Date

**O. Additional Information.** Attach any additional evidence deemed helpful to demonstrate the Contractor's financial capacity and capability to complete the project.

---

# CERTIFICATION

I \* \_\_\_\_\_ certify under penalty of perjury under the laws of the State of Georgia that I am authorized to submit this information on behalf of the Contractor and that the statements made in this Bid are true and correct. I further authorize the City of Forest Park, Georgia, or any employee or agent acting on behalf of the City of Forest Park, Georgia, to undertake any investigation deemed appropriate to verify the information contained herein.

Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

\* If the Contractor is an individual, this statement should be signed by such individual; if a partnership, by one of the partners; if a corporation or other entity, by one of its chief officers having knowledge of the facts required by this statement.

**FORM 4**

**Acknowledgement of Insurance**

I \_\_\_\_\_ on behalf of \_\_\_\_\_  
("Proponent"), acknowledge that if selected as the successful Proponent for (enter project name  
and number) \_\_\_\_\_, Proponent shall comply  
with all insurance requirements for the project listed above and any other attachments to the BID  
which pertain to insurance.

Proponents understands that it is expected to share these requirements with potential sureties and  
insurance brokers, agents, underwriters, etc. prior to the award of a contract and to take all  
necessary steps to ensure compliance with the applicable requirements without delay. The  
Proponent understands, acknowledges and agrees that any failure to fully comply with the  
insurance requirements within 10 days of the date the Proponent receive a final contract.

By executing this Acknowledgement of Insurance, I represent that the Proponent understands and  
agrees to comply unconditionally with all requirements. I represent that I am authorized to make  
the representation contained herein on behalf of the Proponent.

Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

**FORM 5**

**ACKNOWLEDGMENT OF ADDENDA**

The undersigned Proponent hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Proponent)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

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



**Required Submittal (FORM 6)**  
**Contact Directory**

**Proponent Name:** \_\_\_\_\_

<b>NAME</b>	<b>POSITION/TITLE</b> (JV Relationship, if applicable) *	<b>MAILING ADDRESS</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>

The purpose of the Offeror Contact Directory is to provide the City with a centralized, easily identified source of important contacts and other information regarding each of the business entities constituting an Offeror. This Offeror Contact Directory must include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for at least one (1) primary contact, and names, positions, titles of at least one (1) secondary contact, where applicable, authorized to represent the firm for purposes of this solicitation.

*\*Joint Ventures established less than three (3) years must include at least one (1) primary contact for each member.*

**Required Submittal (FORM 7)**  
**Reference List**

Each Offeror must provide a list of at least three (3) references. The references provided shall not be from the same project and must be able to attest to an Offeror's performance ability and credibility in a particular industry or trade. The City may also consider the information obtained through other sources. Past and present performance information will be utilized to determine the quality of the Offeror's past and present performance as it relates to the probability of success for this Project.

**Reference No. 1**

Project Name: \_\_\_\_\_

Owner/Client of Project: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

**Reference No. 2**

Project Name: \_\_\_\_\_

Owner/Client of Project: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

**Required Submittal (FORM 7)**  
**Reference List (cont.)**

**Reference No. 3**

Project Name: \_\_\_\_\_

Owner/Client of Project: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

**FORM 8**  
**SCHEDULE OF CONTRACT FULLY BURDENED LABOR RATES**

**(Non-Applicable for this project)**

**PROPONENT NAME:** \_\_\_\_\_

<b>Position</b>	<b>Raw Rate</b>	<b>Multiplier</b>	<b>Fully Burdened Labor Rate</b>

<sup>1</sup> Actual salary paid to employees of the Joint Venture Companies - proof of payment is required upon Contract award and invoicing.

<sup>2</sup> Fully Burdened Labor Rate - The actual cost paid or incurred by a company that is directly attributable to maintaining an employee including the employee's salary, statutorily required taxes, insurance, contributions, assessments, etc. as well as customary benefits provided to the company's employees per the company's printed policies such as medical and health benefits, sick leave, vacation, holidays, pensions, etc. The fully burdened labor rate also includes any consideration for overhead but NOT profit. The Joint Venture blended overhead apportioned to this contract is accounted by a multiplier applied to the raw rates which results in the Fully Burdened labor Rate. The City reserves the right to audit this multiplier. The fully burdened labor rates shall be used in the preparation of all Task Orders and Change Orders.

**FORM 9**

**Fee Acknowledgement Letter**

**(Non-Applicable for this project)**

**FORM 10**  
**NON-COLLUSION AFFIDAVIT**

The undersigned proponent or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RESPONSE ARE TRUE AND CORRECT.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

(Name of Organization)

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Signature)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public Signature

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

**FORM 11**  
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER**  
**MATTERS**

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

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

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

The proposer certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Name/Title of Authorized Agent

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_ [SEAL]

**FORM 12**

**TRADE SECRET STATUS**



# **Attachment A**

## **Local, Small, Business Diversity Program**

### **LSBD Forms (1-6)**

## **Local Small Business Diversity Program**

The City of Forest Park has implemented a Local, Small Business, Diversity Program to promote full and open competition in all city contracts. LSBDD participation goals are set on a contract-by-contract basis for each specific prime contract with subcontracting possibilities. The City wants to ensure that Proponents are non-discriminatory in their process of selecting sub-contractors. The City also wants to encourage Proponents to utilize local, veteran-owned, minority, women, and disadvantaged business enterprises whenever possible.

Included in this Bid are subcontracting/subconsultant forms that all proponents will be required to complete along with their Bids. All forms included in this solicitation must be completed for Proponent to be considered responsive.

Each Proponent must propose to achieve the LSBDD participation goal that is equal or greater than the percentage required. Each Proponent will be required to submit evidence demonstrating that “good faith efforts” were made if you cannot meet the goal.

These forms are requirements under the City of Forest Park’s Local, Small Business, Diversity Program, and it is a requirement to comply with making the “good faith effort” to achieve the goal. Failure to complete these forms will deem you non- responsive.

### **The participation goal for this procurement is 25 percent (25%)**

A business is considered Local if they meet the following:

1. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of the city;

The business or supplier must provide a copy of a current occupational tax certificate;

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

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

A Small Business means a locally based business whose average annual gross receipts or number of employees averaged over the past five years must not exceed the size standards as defined pursuant to 15 C.F.R § 121.201 et al., who demonstrates that individual owner’s personal net worth and does not exceed \$750,000.00, exclusive of the individual’s ownership interest in their primary residence and the value of the LSBDD.

LSBDD Required Forms –

**To be submitted with Bid:**

1. LSBD-1 Covenant of Non-Discrimination: The signed agreement stating that the firm will not discriminate on the basis of a firm's size (revenue or employee count) with regard to prime contracting, subcontracting, or partnering opportunities.
2. LSBD-2 Sub-Contractor Contact Form: A list of all firms contacted to participate as LSBDD sub-contractors/suppliers on a contract.
3. LSBD-3 LSBDD Sub-Contractor/Supplier Utilization Form: A list of all firms procured as LSBDD sub-contractors/suppliers to be utilized on a contract.
4. LSBD-4 Statement of Good Faith Efforts (Including the Checklist): Documented efforts to seek and procure the utilization of LSBDD's as sub-contractors/suppliers on a contract where a goal is required.

**To be submitted post-award:**

5. LSBE-5 Post Award Monthly LSBDD Participation Report – Contract Goal: Report detailing percentage of LSBDD participation (work performed) and payments to VOB/MBE/WBE/DBE subcontractors on a monthly basis.
6. LSBD-6 Request for Subcontractor Removal/Substitution Form: Required to fill out and obtain approval if a LSBDD subcontractor is being substituted following post award.

**Supplements**

1. Form LSBDD-1, Covenant of Non-Discrimination
2. Form LSBDD-2, Sub-Contractor Contact Form – Contract Goal
3. Form LSBDD-3, Local, Small Business, Diversity Project Participation Plan
4. Form LSBDD-4, Statement of Good Faith Efforts
5. Form LSBDD-5, Post-Award-Monthly LSBDD Participation Report Contract Goal
6. Form LSBDD-6, Subcontractor Removal/Substitution Form

**FORM LSBD-1**

**COVENANT OF NON-DISCRIMINATION**

The undersigned understands that it is the policy of the City of Forest Park (COFP) to promote full and equal business opportunity for all persons doing business with the City. The undersigned covenants that we have not discriminated on the basis of a firm's revenue, employee count, social or economic disadvantages, minority, gender, or veteran status, with regard to prime contracting, subcontracting or partnering opportunities. The undersigned further covenants that we have completed truthfully and fully the required forms LSBD-2, LSBD-3 and LSBD-4. Set forth below is the signature of an officer of the Bid entity with the City of Forest Park to bind the entity.

I, \_\_\_\_\_(Name, Title), on behalf of \_\_\_\_\_ (Company),  
by my signature below, do hereby promise:

1. To adopt the policies of the City of Forest Park relating to equal opportunity in contracting on projects and contracts funded, in whole or in part, with funds of COFP;
2. Not to otherwise engage in discriminatory conduct; To provide a discrimination-free working environment;
3. That this Covenant of Non-Discrimination shall be continuing in nature and shall remain in full force and effect without interruption; and
4. That this Covenant of Non-Discrimination shall be incorporated by reference into any contract or portion thereof which we may hereafter obtain.

We understand that our failure to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract.

By:\_\_\_\_\_

Title:\_\_\_\_\_

Sworn to and subscribed before me the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Notary Public:\_\_\_\_\_

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

[SEAL]

## FORM LSBD-2

### SUB-CONTRACTOR CONTACT FORM – CONTRACT GOALS

#### Instructions to Contractors

The prime contractor must complete and sign the sub-contractor **contact form** and submit the completed and signed form with the Bid. **Failure to submit this form will result in being deemed nonresponsive.**

1. Name of contractor/supplier: Provide name of the contractor or supplier you contacted to perform on the task order.
2. Contact Name, Address and Phone Number: Provide the contact information of the contractor/supplier you contacted.
3. City of Forest Park Business License: State if the contractor/supplier you contacted is a City of Forest Park Licensed business.
4. Type or work solicited for: Describe the type of work for which you are soliciting from the contractor/supplier.
5. Business Ownership (Enter Code): State whether the contractor/supplier you contacted is an MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, or VOB – Veteran Owned Business **(if applicable)**
6. Results of Contact: Describe the results of your contact.
7. Sign and date the form.

# FORM LSBD-2

## CITY OF FOREST PARK SUBCONTRACTOR CONTACT FORM

List all subcontractors or suppliers (*LSBE and Non-LSBD*) that were **contacted** regarding this project

Name of Sub-Contractor/Supplier	Company Name, Address, Email, and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work Solicited For	Business Ownership (Enter Code)	Results of Contact
John Smith	Company ABC 123 Main Street Morrow, GA 30260 jsmith@email.com 770-123-4698	Yes	Hauling	DBE	Will perform as sub

Diversity Code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business

**Sample**

## FORM LSBD-2

### CITY OF FOREST PARK SUBCONTRACTOR CONTACT FORM

Name of Sub-Contractor/Supplier	Company Name, Address, and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work Solicited For	Business Ownership (Enter Code)	Results of Contact
John Smith	Company ABC 123 Main Street Morrow, GA 30260 770-123-4698	Yes	Hauling	DBE	Will perform as sub

List all subcontractors or suppliers (*LSBE and Non-LSBD*) that were **contacted** regarding this project

**Diversity Code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business**

## FORM LSBD-2

### SUB-CONTRACTOR CONTACT FORM – Cont'd

*List all sub-contractors or suppliers (LSBD and Non-LSBD) that were contacted regarding this project*

Name of Sub-Contractor/Supplier	Company Name, Address, and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work Solicited For	Business Ownership (Enter Code)	Results of Contact

Proponent's Name: \_\_\_\_\_ Project Name: \_\_\_\_\_ FC#: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact No: \_\_\_\_\_ Date: \_\_\_\_\_



## FORM LSBD-3

### LOCAL, SMALL BUSINESS, DIVERSITY OPPORTUNITY SUBCONTRACTOR PROJECT PLAN

#### SUBCONTRACTOR/SUPPLIER UTILIZATION

##### Instructions to Contractors

The Proponent must complete the project participation plan for sub-contractor/supplier utilization and **submit the form with the Bid**. **Failure to submit this form will result in a Bid being deemed “nonresponsive”**. Each project participation plan for sub-contractor/supplier must include the following:

1. Name of subcontractor/supplier: Provide name of the subcontractor or supplier contacted to perform work on the project.
2. Contact Name, Address & Phone Number: Provide contact information of the subcontractor/supplier contacted.
3. City of Forest Park Business License: State if the subcontractor/supplier contacted is a City of Forest Park licensed business.
4. Type or Scope of Work to be Performed: Describe the type or scope of work subcontractor/supplier will perform.
5. Certification of Business Owner: Provide minority code/classification (if applicable). Examples include, but not limited to: Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Women Business Enterprise (WBE), Veteran Owned Business (VOB), etc.
6. Estimated Dollar Value of Work: Provide an estimated dollar value for the work to be performed by subcontractor/supplier within the project scope.
7. Percentage of Total Bid Amount: Provide an estimated percentage of the total Bid amount that will be paid to the subcontractor/supplier.
8. Signature of Proponent: All LSBD Participation Plans must be signed and dated by Proponents.

**Estimated Dollar Value of the Work / Total Bid Amount = % of Total Bid Amount**

## FORM LSBD-3

### CITY OF FOREST PARK LOCAL, SMALL BUSINESS, DIVERSITY OPPORTUNITY SUBCONTRACTOR PROJECT PLAN SUBCONTRACTOR/SUPPLIER UTILIZATION

List all subcontractors/suppliers, including lower tiers, **to be used** on this project.

Name of Sub-Contractor/Supplier	Company Name, Address, Email, and Phone Number	City of Forest Park Business License? (Yes or no)	Type of Work to be Performed	Owner of Business (See code below)	Dollar (\$) Value of Work	Percentage of Total Bid Amount
John Smith	Company ABC 123 Main Street Forest Park, GA 30297 jsmith@email.com 770-123-4698	Yes	Hauling	DBE	\$4200	8.4%

Total Local Business, % \_\_\_\_\_ Total Small Business % \_\_\_\_\_ Total Minority Business % \_\_\_\_\_

Diversity Code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business

Proponent's Company Name: \_\_\_\_\_ Date: \_\_\_\_\_ FC#: \_\_\_\_\_

Proponent's Contact Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Sample

## FORM LSBD-3

### CITY OF FOREST PARK LOCAL, SMALL BUSINESS, DIVERSITY OPPORTUNITY SUBCONTRACTOR PROJECT PLAN SUBCONTRACTOR/SUPPLIER UTILIZATION

List all subcontractors/suppliers, including lower tiers, **to be used** on this project.

Name of Sub-Contractor/Supplier	Company Name, Address and Phone Number	City of Forest Park Business License? (Yes or no)	Type of Work to be Performed	Owner of Business (See code below)	Dollar (\$) Value of Work	Percentage of Total Bid Amount
John Smith	Company ABC 123 Main Street Forest Park, GA 30297 770-123-4698	Yes	Hauling	DBE	\$4200	8.4%

**Total Local Business, %** \_\_\_\_\_ **Total Small Business %** \_\_\_\_\_ **Total Minority Business %** \_\_\_\_\_

**Diversity Code:** MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business

**Proponent's Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **FC#:** \_\_\_\_\_

**Proponent's Contact Number:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## FORM LSBD-4

### STATEMENT OF GOOD FAITH EFFORTS

Instructions:

If you will not meet the Local Small Business Diversity (LSBD) goal set forth in the RFQB, in addition to the information included on the LSBD Form 2 Sub-contractors Contact Form submitted with your bid/Bid, please provide a narrative explanation of why you cannot meet the LSBD goal and the steps taken to include LSBDs in your bid/Bid. Describe specific actions (i.e. phone calls, etc.). Please provide copies of any solicitation notices sent, whether by email, fax or mail, and the amount of time given for response. Describe efforts to follow up initial communications. Identify the individuals from your organization who performed these activities. Attach additional pages as needed.

### CERTIFICATION OF GOOD FAITH EFFORTS

I hereby attest that I have exercised good faith efforts to meet the Local Small Business Diversity goal for this bid. Despite such good faith efforts, I have not been able to meet the LSBD goal for this bid.

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**FORM LSB-D-4 (Cont'd)**  
**STATEMENT OF GOOD FAITH EFFORTS**  
**Checklist**

A Proponent that does not meet COFP's LSB-D participation goal is required to demonstrate that it made "good faith efforts." Please indicate whether or not any of the following actions were taken:

- |            | <b>Yes</b>               | <b>No</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Attendance at a pre-bid meeting, if any, scheduled by COFP to inform LSB-Ds of subcontracting opportunities under a given solicitation; Advertisement for solicitation of LSB-Ds in general circulation media, trade association publications, and minority- focus media, to provide notice of subcontracting opportunities.                                                                                                                                                                                                   |
| <b>2.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Advertisement in general circulation media at least seven (7) days prior to Bid or Bid opening any and all Sub-contractor opportunities. Proof of advertisement must be submitted with the Bid or Bid.                                                                                                                                                                                                                                                                                                                         |
| <b>3.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Provided interested LSB-Ds with timely, adequate information about the plans specifications, and other such requirements of the Contract to facilitate their quotation and conducted follow up to initial solicitations.                                                                                                                                                                                                                                                                                                       |
| <b>4.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Provided written notice to LSB-Ds that their interest in subcontracting opportunities or furnishing supplies is solicited. Provided a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed certified sub- contractors, nature of work requested for quote, date of contact, the name and title of the person making the effort, and the amount of the quoted price if one was obtained.                                                                                 |
| <b>5.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Efforts were made to divide the work for LSB-D subcontracting in areas likely to be successful and identify portions of work available to LSB-Ds consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a Proponent/Bidder to perform the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting. |
| <b>6.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Efforts were made to assist potential LSB-D sub-contractors to meet bonding, insurance or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that an LSB-D could not readily and economically obtain them in the marketplace.                                                                                                                                                                                           |
| <b>7.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Utilization of services of available minority community organizations, minority contractor groups and other organizations that provide assistance in the recruitment and placement of LSB-Ds.                                                                                                                                                                                                                                                                                                                                  |
| <b>8.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Communication with the COFP Procurement Department seeking assistance in identifying available LSB-Ds.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>9.</b>  | <input type="checkbox"/> | <input type="checkbox"/> | Exploration of joint venture opportunities with LSB-Ds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>10.</b> | <input type="checkbox"/> | <input type="checkbox"/> | Other actions (specify):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Please explain any "no" answers listed above (by number):

*This list is a guideline and by no means exhaustive. The City of Forest Park will review these efforts, along with other documents, towards assessing the Proponent/Bidder's efforts to meet COFP's LSB-D goal. If you require assistance in identifying certified LSB-Ds, please contact the Procurement Department at [procurement@forestparkga.gov](mailto:procurement@forestparkga.gov) or at 404-366-4720.*

## FORM LSBD-5

### POST AWARD MONTHLY LSBD PARTICIPATION REPORT – CONTRACT GOAL

#### Instructions to Contractors

The prime contractor must complete the **participation report** and submit the form with each pay application to the COFP Department Project Manager in charge of the contract. **Failure to submit this form will result in payment application being deemed incomplete.**

1. Report Number: Reports must be consecutively numbered. It will only be necessary to submit a report in a period when the approved VOB/MBE/WBE/DBE has performed a portion of the work that has been designated for the contract.
2. Date: Actual date of the report.
3. Pay application period end date: Reports must acknowledge the end date for the period for which is being reported.
4. VOB/MBE/WBE/DBE Amount: The amount of the contract for which the VOB/MBE/WBE/DBE will earn.
5. Prior Earned Pay Application Amount: The amount previously submitted for payment on pay application.
6. Current Earned Pay Application Amount: The amount submitting with current payment application.
7. Earnings To-Date: The actual amount that each VOB/MBE/WBE/DBE has earned to-date under the contract.
8. Percent of Contract: This percentage is calculated using the contract amount and the total VOB/MBE/WBE/DBE earnings-to-date. Divide the total contract amount by the total VOB/MBE/WBE/DBE earnings-to-date.
9. Certification: The contractor's authorized representative must sign this form prior to submittal.

#### GENERAL INFORMATION

When the approved VOB/MBE/WBE/DBE is to provide materials, goods or services, this completed form must be submitted to the COFP Department Project Manager. The prime contractor must notify COFP of any changes to VOB/MBE/WBE/DBE firms.

When the prime contractor is an approved LSBD, it will only be necessary to complete the total LSBD earnings to-date. Joint ventures between non-LSBD and certified LSBD: Only that portion of the work for which the LSBD is responsible may be used to satisfy the requirement.

**It is not necessary to complete this form if there are no subcontracting opportunities available for the use of VOB/MBE/WBE/DBE firms.**

## FORM LSBD-5

### POST AWARD – LSBD PARTICIPATION REPORT – CONTRACT GOAL

PROJECT NO. (S): \_\_\_\_\_

REPORT NO.: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACT AMOUNT: \$ \_\_\_\_\_

PAY APPLICATION PERIOD END DATE: \_\_\_\_\_

Check if final payment >>>  FINAL PAYMENT

% LSBD GOAL \_\_\_\_\_

VOB/MBE/WBE/DBE AMOUNT \$: \_\_\_\_\_

NAME OF APPROVED VOB/MBE/WBE/DBE	DESCRIPTION OF WORK	PRIOR EARNED PAY APPLICATION AMOUNT	CURRENT EARNED PAY APPLICATION AMOUNT	EARNINGS TO-DATE

TOTAL VOB/MBE/WBE/DBE EARNINGS TO-DATE: \_\_\_\_\_

% CONTRACT: \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE STATEMENT IS TRUE AND CORRECT AND SUPPORTING DOCUMENTATION IS ON FILE AND IS AVAILABLE FOR INSPECTION BY COFP AT ANY TIME.

SIGNED \_\_\_\_\_  
CONTRACTOR

REMARKS \_\_\_\_\_  
 \_\_\_\_\_

**FOR DEPARTMENT USE ONLY:**

THIS DOCUMENT HAS BEEN REVIEWED AT THAT PROJECT LEVEL BY:

SIGNED \_\_\_\_\_ TITLE \_\_\_\_\_

THIS DOCUMENT HAS BEEN REVIEWED AT THE PROGRAM LEVEL BY:

SIGNED \_\_\_\_\_ TITLE \_\_\_\_\_



CITY OF  
**FORESTPARK**  
*- easy from every season*

## FORM LSBD-6

### Request for Subcontractor Removal/Substitution

Prior to submitting this form to the Procurement Department you must notify the LSBD in writing of your intent and allow the LSBD five (5) days to respond.

Request Date:		Contract/Project #:	
Contract Value:	LSBD Contract Amount:	Amount Paid to LSBD:	
Prime Contractor Name:			
Prime Contractor Address:			
Prime Contact Name:	Prime Contact Email:	Prime Contact Phone:	
Name of LSBD Firm:		LSBD Contact Name:	
LSBD Firm Address:	LSBD Email:	LSBD Phone:	

Was LSBD firm given five (5) days written notice of intent?  Yes or  No If yes, please attach written notice.  
Will the LSBD goal for the project still be met?  Yes or  No or  N/A

Reason(s) for removal/substitution. **Check all that apply**

- The listed LSBD** is no longer in business.
- The listed LSBD** requested removal.
- The listed LSBD** failed or refused to perform under the terms of the contract or failed to furnish the listed materials.
- The work performed by **the listed LSBD** was unsatisfactory and was not in accordance with the scheduled specifications.

Name/Address of Substitution Contractor:	Is the substituted contractor an LSBD? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Fully describe the type of work the substitute subcontractor will perform:	

Prime Authorized Signature:	Date:
Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Reason for rejection:
Procurement Manager Authorized Signature:	Date:

This form should be completed and submitted (with all required documentation) to:

City of Forest Park  
Attention: Arthur Greeter  
745 Forest Parkway  
Forest Park GA, 30297



# **EXHIBIT B**

## **City Council Authorizing Resolution (To Be Inserted)**

# **EXHIBIT D**

## **Insurance Requirements**

## Insurance Requirements :

The Vendor/Contractor/Subcontractor shall purchase and maintain insurance of the following types of coverage and limits of liability:

1. **Commercial General Liability (CGL)** with limits of Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
    - a. If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each project.
    - b. CGL coverage shall be written on ISO Occurrence form CG 00 01 0413 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, and personal and advertising injury.
    - c. CGL coverage shall be issued on an "Occurrence" basis. "Claims Made" coverage is not acceptable.
    - d. Defense costs shall be outside of policy limits. Eroding limits coverage is not acceptable.
    - e. The CGL coverage shall not be limited by excluding coverage for work performed by subcontractors (CG 22 94, CG 22 95 or equivalent).
    - f. Owner and all other parties as required by Owner, shall be included as insureds on the CGL, using combination of ISO Additional Insured Endorsements CG 20 10 04 13 and CG 20 37 04 13, or an endorsement approved by the Owner providing equivalent or broader coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured subcontractor. It shall apply as Primary and Non-Contributing Insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured. Therefore, coverage provided the additional insureds shall not require or contemplate contribution by any other policy or policies obtained by, or available to, and additional insured; any other such coverage shall be excess over the coverage to be provided by the subcontractor.

The limits of coverage provided to the additional insureds shall be the same as the limits available to the Vendor/Contractor/Subcontractor. Thus, in the event that the coverage obtained by Vendor/Contractor/Subcontractor contains greater limits than the minimum limits required above, the additional insureds shall be entitled to such greater limits, and this Agreement shall be deemed to require such greater limits.
    - g. Vendor/Contractor/Subcontractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least three (3) years after completion of the work.
    - h. The CGL coverage shall not contain any deductible that exceeds \$10,000.00. If the CGL contains a deductible, the Vendor/Contractor/Subcontractor shall be responsible for the deductible amount for any paid claim. However, Owner,
-

at its option, can choose to pay the deductible and recoup such payment from the Subcontractor.

2. Automobile Liability

- a. Business Auto Liability with limits of at least \$1,000,000 combined single limit.
- b. Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
- c. Owner, and all other parties required by the Owner, shall be included as insureds on the Business Auto policy. The Business Auto policy shall be primary and non-contributory to any applicable coverage acquired by the Owner, and all required parties.

3. Commercial Umbrella

- a. Umbrella limits must be at least \$2,000,000 with such coverage to include Employers' Liability, General Liability and Automobile Liability, as underlying policies.
- b. Umbrella coverage must include as additional insureds all entities that are additional insureds on the CGL.
- c. Umbrella coverage for each additional insureds shall apply as primary and noncontributory basis before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the Employers Liability coverages maintained by the Vendor/Contractor/Subcontractor.

4. Workers Compensation and Employers Liability

- a. Workers' Compensation Insurance Coverage for all of Vendor/Contractor/Subcontractor's employees at the site of the Project, with statutory required limits.
- b. Employers Liability Insurance limits of at least \$500,000 each accident for bodily injury by accident and \$500,000 each employee for injury by disease and \$500,000 bodily injury by disease policy limit.

5. Personal Property

- a. Vendor/Contractor/Subcontractor shall secure, pay for, and maintain "all risk" Property Insurance necessary for protection against the loss of all capital equipment and tools, including but not limited to: staging towers, forms, scaffolding, hoists, and cranes, that are owned, leased, borrowed or rented by Vendor/Contractor/Subcontractor (or its employees), or by any of its Sub-
-

- subcontractors (or their employees).
- b. Owner shall not be liable for any loss or damage whatsoever to Personal Property owned, leased, borrowed or rented by Vendor/Contractor/Subcontractor, as described in sections a) above.
  - c. Failure of Vendor/Contractor/Subcontractor to secure such insurance as described in sections a) above, or failure to maintain adequate levels of such, coverage, shall not render the Owner or any of its respective agents and employees legally liable or otherwise responsible for any personal property losses by Vendor/Contractor/Subcontractor.

**Additional Requirements:**

- a. Vendor/Contractor/Subcontractor and Vendor/Contractor/Subcontractor's insurers waived all rights against Owner and Architect and their agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by any commercial general liability, commercial umbrella liability, business auto liability or workers compensation, employers liability insurance.
  - b. Attached to each certificate of insurance shall be copy of Additional Insured Endorsements that are part of the Vendor/Contractor/Subcontractor's Commercial General Liability, Auto Liability and Umbrella Policy.
  - c. These certificates and the insurance policies required by this Exhibit shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the Owner.
  - d. Acceptance of said certificate will not be deemed to be a waiver of the requirements of this Agreement.
  - e. All policies will be written by companies licensed to do business in the state where property is located and which have a rating by Best's Key Rating Guide not less than "A-/VIII".
  - f. The foregoing provisions relative to insurance shall in no way limit or fix the liability of Vendor/Contractor/ Subcontractor to Owner, or any other person or entity in respect of any act or omission of Vendor/Contractor/Subcontractor or any breach by Vendor/Contractor/Subcontractor of any obligations or duties owing under this Agreement or otherwise imposed by law.
  - g. Additional Insureds under this Agreement shall be listed as Safeway Group, Inc. and (Owner).
-

**EXHIBIT E**

**RESERVED**