



## City of Commerce

P.O. Box 348  
110 State Street  
Commerce, GA 30529  
Phone: (706) 335-3164  
Email: [bids@commercega.gov](mailto:bids@commercega.gov)

### **NOTICE: REQUEST FOR PROPOSAL**

**The City of Commerce** is soliciting sealed proposals from qualified contractors to provide all necessary services and materials for the **Phase 2 renovation of the existing site at Ridling Field**, located at **414 Shankle Heights, Commerce, GA 30529**.

Attached hereto are the general conditions, technical specifications, and submittal format:

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by a written addendum from The City of Commerce. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by The City of Commerce.

Submittals are to be sealed, marked with the vendor's name and address and labeled:  
**“RFP 26-010”** and delivered to:

City of Commerce  
P.O. Box 348  
110 State Street  
Commerce, GA 30529  
Attn: Debby Peete, Finance Specialist

Due no later than **January 29, 2026, at 2 p.m. local time prevailing**. Any proposals received after this time will not be accepted. The City of Commerce reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the city.

**Inquiries regarding this Request for Proposal (RFP) are encouraged to contact Debby via email at [bids@commercega.gov](mailto:bids@commercega.gov).**

The City of Commerce does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required to fully participate in any open meeting, program or activity should be directed to City Hall at 706-335-3164.

The written proposal documents supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified in writing of award.

**We look forward to your bid and appreciate your interest in the City of Commerce.**

**City of Commerce**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**Commerce Ridling Field Renovation Phase 2**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

**January 29, 2026, at 2:00 p.m. EST**

**City of Commerce**  
P.O. Box 348  
110 State Street  
Commerce, GA 30529

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

**CITY OF COMMERCE  
REQUEST FOR PROPOSAL  
FOR  
Commerce Recreation Field Renovations**

**SECTION I - REQUEST FOR PROPOSAL OVERVIEW**

**1.0 PURPOSE**

The City of Commerce is accepting sealed proposals from qualified vendors for Commerce Recreation Field Renovation at Ridling Field Phase 2 in Commerce, Georgia.

**1.1 INFORMATION TO VENDORS**

**RFP TIMETABLE**

The anticipated schedule for the RFP is as follows:

RFP Available	<b>December 10, 2025</b>
<b><u>Mandatory</u></b> Pre-Proposal Conference	<b>January 9, 2026 10:30 am, local time 414 Shankle Heights Commerce, GA 30529</b>
Deadline for questions	<b>January 20, 2026</b>
Submittal deadline	<b>January 29, 2026 2:00 pm, local time</b>

**1.2 RFP SUBMISSION:**

One (1) original, one (1) copy, and one (1) fully executable electronic copy (PDF) of the complete signed submittal must be received by submittal deadline (see 1.1). Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the RFP Number and title to:

**City of Commerce**  
P.O. Box 348  
110 State Street  
Commerce, GA 30529  
Attention: Debby Peete

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 a.m. and 3:30 p.m. ET, Monday through Friday, excluding holidays observed by the City of Commerce.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

### 1.3 CONTACT PERSON & INQUIRES:

Vendors are encouraged to contact **Debby Peete via email at [bids@commercega.gov](mailto:bids@commercega.gov)** to clarify any part of the SCOPE or purpose of this RFP or questions pertaining to submittal requirements. All questions that arise must be submitted prior to seven (7) business days before the submittal due date (see 1.1) and shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal. Vendors may not contact any elected official or other City of Commerce employee to discuss the proposal process or proposal opportunities. Contact of this nature will result in immediate disqualification of the vendor.

### 1.4 ADDITIONAL INFORMATION/ADDENDA

The City of Commerce will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Addenda will be published at [www.commercega.gov](http://www.commercega.gov) under the “Business” tab. Vendors are encouraged to check this site regularly for immediate access to issued addenda. RFP information can also be requested as stated above (1.3).

***Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements***

### 1.5 LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Commerce assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

### 1.6 REJECTION OF PROPOSALS

The City of Commerce may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. ***Submittals received after said time or at any place other than the time and place will not be considered.***

### 1.7 MINIMUM RFP ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 60 days from the date specified for receipt of submittals.

### 1.8 NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a proposal, the vendor represents and warrants that no official or employee of the City of Commerce has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

### 1.9 COST INCURRED BY VENDORS

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

### 1.10 RFP OPENING

RFP submittal prices will be opened and reviewed by a selected committee. A list of names of firms responding to the RFP may be obtained from the City website at [www.commercega.gov](http://www.commercega.gov), after the RFP due date and time stated herein. The bid opening will be open, and a Tally Sheet will be available on the City's website or upon adequate request following the deadline.

### 1.11 TAXES

Purchases made by cities are exempt from payment of sales and use taxes. O.C.G.A. § 48-8-3(1). The selected vendor will be provided with The City of Commerce Sales and Use Tax Certificate of Exemption number upon request.

### 1.12 VENDOR INFORMATION

All submissions shall include complete vendor information and current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide the Purchasing Agent with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal.

### 1.13 INSURANCE

Selected vendors will be required to provide proof of liability and workman's compensation insurance before work can begin on this City's project. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the vendor is a government entity or a self-insured organization, different insurance requirements may apply.

The vendor shall procure and maintain for the life of the Contract/Agreement Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance. A thirty (30) day notice of cancellation is required and must be provided to the City of Commerce via Certified Mail.

#### 1.14 TERMINATION

Federal, State, and other Local government agencies may terminate this agreement in the event funds are not appropriated for it in future periods or if funds are also not appropriated for equipment or services that replace those contracted for under this agreement.

#### 1.15 ANTI-DISCRIMINATION

By submitting a response to this RFP, all perspective contractors certify to The City of Commerce they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, and in every contract of over \$10,000 the provisions in 1.15.1 and 1.15.2 below apply:

1.15.1 During the performance of this contract, the contractor agrees as follows:

- 1.15.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 1.15.1.2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- 1.15.1.3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 1.15.1.2 The contractor will include the provisions of 1.15.1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

#### 1.16 ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b) (1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- 1.16.1 The form must be signed by an authorized officer of the contractor or their authorized agent.

1.16.2 The form must be notarized.

1.16.3 The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the City of Commerce and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the City of Commerce a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

#### 1.17 SUBMISSION REQUIREMENTS

To facilitate evaluation of Proposals please submit the following:

1.17.1 One (1) fully executable electronic copy of the response (in Word or .pdf format).

1.17.2 Two (2) paper versions of the bid. **The original shall be clearly marked “original”.**

1.17.3 The proposals shall be prepared with a straightforward, concise delineation of the vendor’s capabilities to satisfy the requirements of this RFP.

#### 1.18 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the Bid.

#### 1.19 CITY GOVERNMENT

The City of Commerce operates under a council-manager form of government. This system of local government utilizes the strong political leadership of elected officials in the form of the City Council. The City Manager is hired to serve the council and the community and to bring the local government the benefits of training and experience in administering local projects and programs on behalf of the governing body. It is anticipated that the vendor may be required to make one or more appearances at City Council meetings to answer questions and present results. The documentation provided in this request for proposal is intended to provide a common methodology of development and basic technical skills for proposal purposes.

#### 1.20 BONDING

1.20.1 **Performance:** A performance bond is required for an amount equal to the contract amount for all public works construction projects that exceed \$100,000.00 and are subject to the requirements of the Local Government Public Works Construction Law. O.C.G.A. § 36-91-70. If the contract does not exceed \$300,000, the city may also accept an irrevocable letter of credit in lieu of the performance bond.

1.20.2 **Bid:** A bid bond in an amount equal to 5% of the total contract amount is required. No bid or proposal shall be complete unless a bid bond is provided O.C.G.A §36-91-50(d). If the contract does not exceed \$300,000, the city may also accept an irrevocable letter of credit in lieu of the bid bond.

1.20.3 **Payment:** A payment bond must be in an amount equal to the contract for the use and protection of all subcontractors, and all persons supplying labor, materials, machinery, and equipment in the conduct of work provided in the contract. O.C.G.A. § 36-91-90.

## SECTION II - GENERAL CONDITIONS

### 2.0 PURPOSE

The City of Commerce is issuing this Request for Proposal (RFP) for qualified professionals from respondents capable of completing and providing professional contractual services for the **Renovation of Ridling Field Phase 2, Commerce, GA.**

### 2.1 CONTRACT PERIOD

Any contract resulting from this RFP shall not exceed a period of 180 days from the time the notice to proceed is provided until completion of the project unless agreed to in writing by both parties. To that end it requests proposals from qualified firms that meet the specifications listed herein.

### 2.2 CONTRACT LABOR COST DETAILS

Project cost shall be submitted in totality, as this is a turnkey project. An itemized breakdown of supplies, materials, travel, shipping, labor, etc. can be helpful during the review process.

### 2.3 CERTIFICATIONS REQUIRED

The successful contractor shall provide details of operator qualifications for all employees that will be part of the installation or construction. The operator qualifications reports may be required before any construction can begin. A copy of the successful contractor's drug and alcohol testing plan may also be required along with the latest PHMSA Drug and Alcohol Testing Data. While under contract with the City of Commerce this PHMSA Drug and Alcohol Testing Data may be requested by the City throughout the life of the contract.

### 2.4 ADMINISTRATION

The project will be administered by the City of Commerce through the Finance Department, which will be the main point of contact for all questions during the proposal period. The **Recreation Director** will be the main point of contact once the project is initiated.

### 2.5 PROCEDURES & MISC. ITEMS

2.5.1 All questions shall be submitted in writing (e-mail is acceptable) and will be communicated to all firms responding to this RFP.

2.5.2 All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the City of Commerce. All such materials shall remain the property of the City of Commerce and will not be returned to the respondent.

2.5.3 All respondents to this RFP shall hold harmless the City of Commerce, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The City of Commerce reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The City of Commerce also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason,



the City of Commerce shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

2.5.4 Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, the City of Commerce reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

2.5.5 Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however. Payment will be processed after completion of all construction and the successful testing of all installed products and inspection of site by City (if applicable).

2.5.6 In case of failure to deliver goods in accordance with the contract terms and conditions, The City of Commerce, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the City of Commerce may have.

2.5.7 By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the State of Georgia.

2.5.8 Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. The contractor shall comply with applicable federal, state, and local laws and regulations.

2.5.9 It is understood and agreed between the parties herein that the City of Commerce shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

### 3.0 PROJECT SCOPE

The contractor is to provide all necessary service and materials for the Phase 2 renovation and redesign of the City field, at Ridling Field, 414 Shankle Heights, Commerce, Georgia 30529.

### 3.1 SPECIFICATIONS

#### **Site Plan/Civil Drawing/Building Plans:**

- Submit a site plan/civil drawing and building plan to the Planning & Development Superintendent for the City of Commerce based on drawings included in RFP.
- Site plan/civil drawing must be submitted to the City within two (2) weeks of signing the contract.
- Site plan should include but not be limited to the following:
  - a) Details for installation of silt fence and other BMPs for erosion control.
  - b) Details for installation of driveway pipe for entrance to new parking lot.
  - c) Details for installation of stormwater detention facility (pond or underground retention).

*The plan(s) will be reviewed and processed according to State and City guidelines. Once plan(s) is approved, contractor will be notified in writing for commencement of project.*

**Sitework - shall include, but is not limited to:**

- Construct erosion control system as approved in site plan/civic drawing approved by the City of Commerce Planning & Development Superintendent.
- Construct and implement slope stabilization for entire site per the site plan/civic drawing approved by the City of Commerce Planning & Development Superintendent.
- Construct and install storm system as in approved site plan/civic drawing approved by the City of Commerce Planning & Development Superintendent.

*All work must be in accordance with the State of Georgia and the City of Commerce guidelines, policies and procedures. Contractor must obtain any and all required permits as it pertains to this project. .*

**Parking Lot South – Construct and Lay Out Parking Lot (Located at corner of Williford Street and Victoria Street) shall include, but is not limited to:**

- Installation of conduits, wiring, and piping. *Contractor must coordinate with City of Commerce Electric Department for service entrances.*
- Construct parking lot over storm system after approved by Planning & Development Superintendent. *Parking lot must meet Chapter 6 of the UDC.*
- Mark parking spaces per approved civic/site plan.  
*Parking lot must allow for ADA compliant parking spaces in both layout and number of required spaces.*

**3.2 SITE INSPECTIONS**

Before submitting a proposal, each Company must:

- 3.2.1 Examine the specifications and scope of work thoroughly.
- 3.2.2 Attend the **MANDATORY Pre-Bid meeting on January 9, 2026, at 10:30 am**, onsite at 414 Shankle Heights, to familiarize themselves with conditions at the site that may affect the performance of the work and to ask questions of City staff pertaining to the construction at 414 Shankle Heights, Commerce, Georgia 30529
- 3.2.3 Familiarize themselves with all local laws, ordinances, rules and regulations affecting the performance of the work.
- 3.2.4 Carefully correlate observations with the requirements of the specifications.

**3.3 PROJECT SCHEDULE**

- 3.3.1 Commerce City Council awards the Proposal.
- 3.3.2 Contract will be signed.
- 3.3.3 Notice to Proceed will be issued to vendor.
- 3.3.4 Contractor will provide civic/site plan for approval by City Planning and Development Superintendent *Contractor will be notified in writing when plan is approved, and project may commence.*
- 3.3.5 Contractor to provide a project schedule with start and completion dates.

- 3.3.6 Contractor will have site inspected periodically by the Planning & Development Superintendent to ensure construction is in compliance with approved plans.

## **SECTION THREE – PROPOSAL FORMAT**

### **4.0 PROPOSAL FORMAT**

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Each vendor is required to submit the proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City of Commerce. Vendors should be sure they have included an **electronic copy** of the response as part of their proposal. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

### **4.1 EXECUTIVE SUMMARY AND MANDATORY SUBMITTALS**

The Executive Summary portion of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

### **4.2 COMPANY BACKGROUND**

Vendors must provide the following information about their company so that the City can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a vendor to provide additional support and/or clarify requested information. The vendor should outline the company's background, including:

- 4.2.1 How long the company has been in business.
- 4.2.2 A brief description of the company size and organization.
- 4.2.3 The number of and history of other public sector construction projects.

### **4.3 CLIENT REFERENCES**

Vendors should provide at least five (5) client references that are similar in size or complexity to the City of Commerce, located in the State of Georgia. Information should include at the minimum: name of client reference, name of agency, address, telephone, and e-mail.

### **4.4 BID SHEET**

Vendor shall use the attached bid sheet and submit with the overall lump sum cost of the project. This format is a minimum requirement; vendors should add additional information to give a full picture of itemized service expenses. The vendor will present, in detail, features and capabilities of the proposed products. Please reference the "Project Scope" to gain insight on what applications will be needed.

#### 4.5 ADDENDA

If revisions become necessary, the City will provide written addenda to all vendors who have received the RFP. Said addenda will be posted on the City's website. **All addenda issued by the City must be so noted on any bids that are submitted to the City.** Vendors shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive bid.

### SECTION IV - SELECTION

#### 5.0 FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, the project representative will make a recommendation to the City Council of Commerce. Following approval, the City will complete contract negotiations. The City of Commerce reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and or all proposals. Every vendor submitting a proposal must complete the form showing compliance with the **Illegal Immigration Reform and Enforcement Act of 2011, OCGA §13-10-90(b)(1)**. The form is provided with this RFP.

##### 5.1 Evaluation Method

The City will evaluate all proposals deemed responsive to this request by a committee selected by the City of Commerce. One vendor will be awarded.

##### 5.2 Selection Criteria

Responses to this RFP will be scored according to the following criteria:

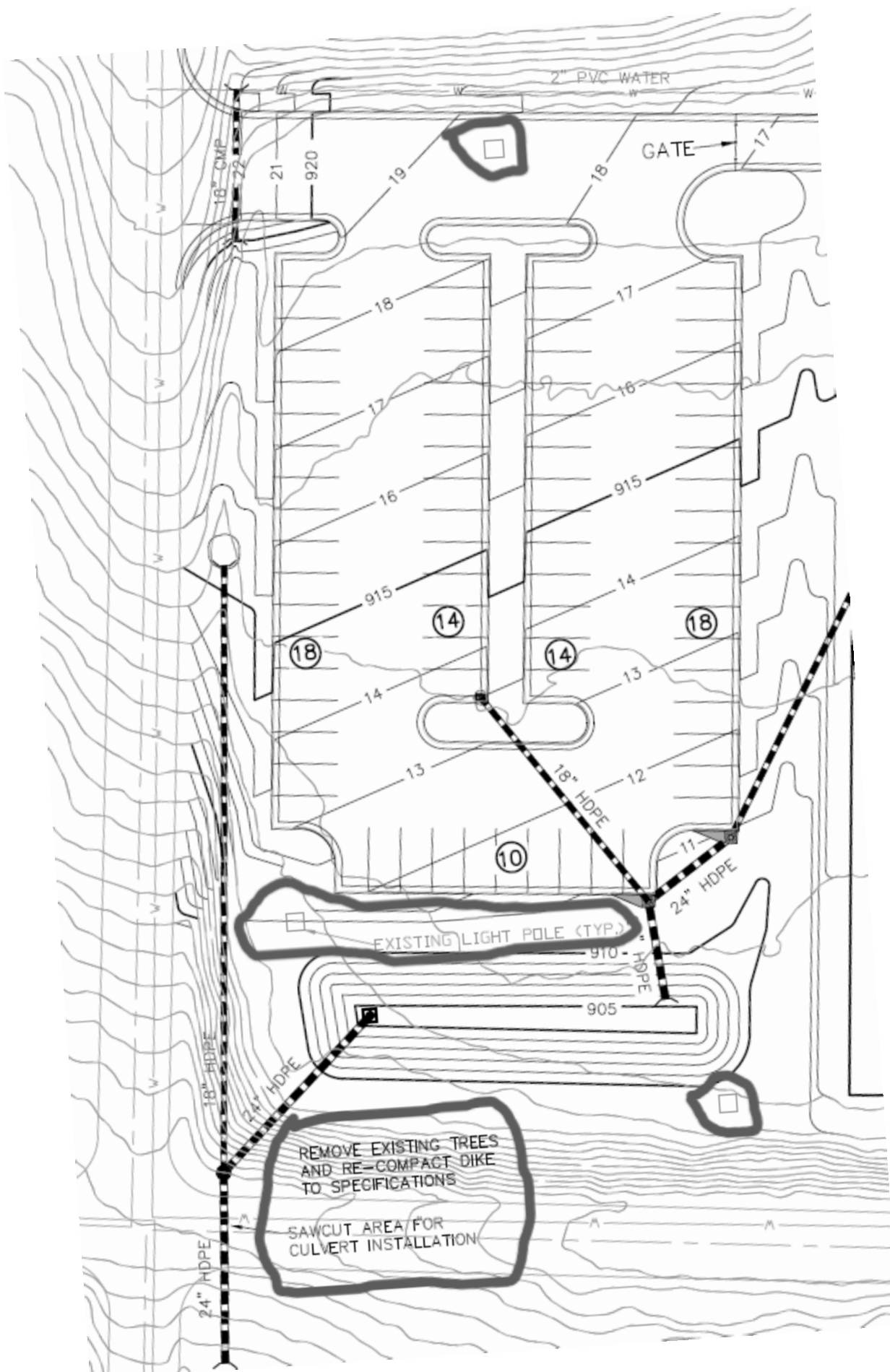
5.2.1 Project understanding, approach and schedule – **25 points**

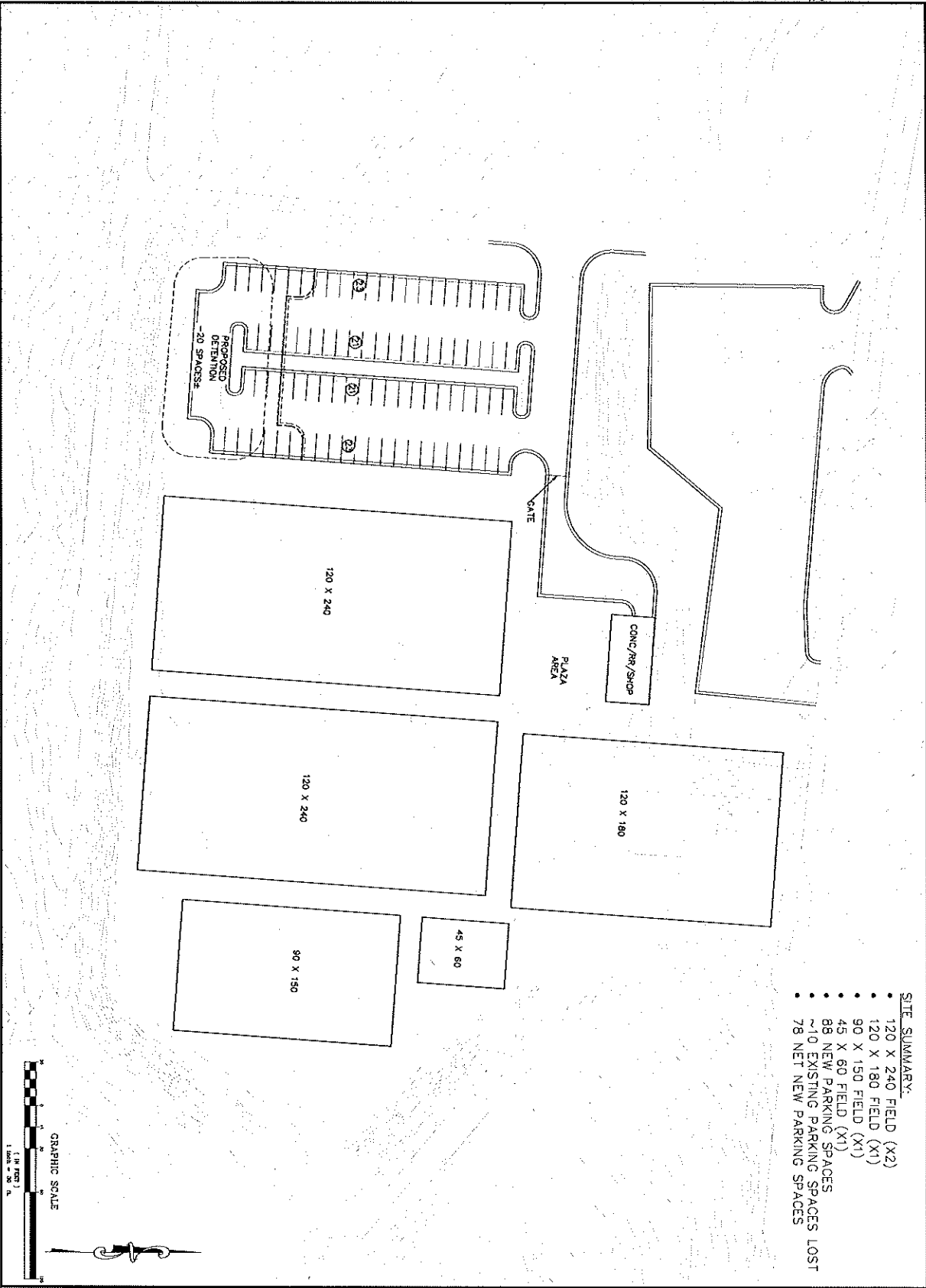
5.2.2 Experience and availability of project team – **20 points**

5.2.3 Experience on similar projects, including past record of performance – **20 points**

5.2.4 Overall quality and responsiveness of proposal – **10 points**

5.2.4 Price – **25 points**





- SITE SUMMARY:**
- 120' X 240' FIELD (X2)
  - 120' X 180' FIELD (X1)
  - 90' X 150' FIELD (X1)
  - 45' X 60' FIELD (X1)
  - 88 NEW PARKING SPACES
  - ~10 EXISTING PARKING SPACES LOST
  - 78 NET NEW PARKING SPACES

<b>CLIENT NAME, INC.</b> 5000 Anniversary Street Suite 200 Commerce, GA 30006 Phone: (770) 234-0000 Fax: (770) 234-0001 www.husseygaybell.com		<b>HUSSEY GAY BELL</b> <i>Established 1958</i> 3100 Rockledge Blvd, Building 300, Dunwoody, GA 30006 / F: 770.923.1600	
<b>Project Title</b> COMMERCE BALLFIELD CONCEPT		<b>Revision</b> Description By App. Date	
<b>Project Location</b> City, State, Zip Land Use Subdivision County Parcel ID Project No. Client Name Sheet Title Sheet No. Sheet Total		<b>FOR REVIEW ONLY</b> NOT TO BE RELIED ON FOR CONSTRUCTION	
<b>Sheet Number</b> C-A1		<b>CONCEPT 1</b>	

## **Required Forms for Submission**

<b><i>BID SCHEDULE</i></b>					
<b><i>RFP #26-010</i></b>					
<b><i>Ridling Field Reconstruction – Phase I</i></b>					
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT AMOUNT</b>	<b>AMOUNT</b>
0001	Submit a site plan/civic drawing and building plan and obtain proper permits.				
0002	Construct an erosion control system. Construct & implement slope stabilization. Construct & install storm system.				
0003	Install conduits, wiring and piping for drainage and electrical to park.				
0004	Construct parking lot over storm system. Mark parking spaces per approved civic/site plan.				
	<b>TOTAL</b>				





## EXECUTION OF PROPOSAL

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

The potential vendor certifies the following by placing an "X" in all blank spaces:

- \_\_\_\_ That this proposal was signed by an authorized representative of the firm.
- \_\_\_\_ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_\_ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

---

Business Contact Representative

---

Operational Contact Representative

---

Vendor's Name

Federal ID #

---

Address

---

Phone

Fax

---

Email

---

Authorized Signature

Date

---

Typed Name & Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Notary Public



## ADDENDA ACKNOWLEDGEMENT

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The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative  
(Signature)

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

***Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.***



## GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Name of Contracting Entity: \_\_\_\_\_  
Contract No. and Name: \_\_\_\_\_  
Contract Date: \_\_\_\_\_

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Commerce has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Commerce at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / E-Verify User Identification Number      Date of Authorization

\_\_\_\_\_  
BY: Authorized Officer or Agent      Date  
(Name of Person or Entity)

\_\_\_\_\_  
Title of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public      [NOTARY SEAL]

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

\* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603