



**INVITATION TO BID**

**FRIENDSHIP FOREST WILDLIFE SANCTUARY  
PARK RENOVATION**

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**CITY OF CLARKSTON**

**1055 Rowland Street  
Clarkston, GA 30021  
(404) 296-6489**

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**CITY MANAGER**

Keith Barker

**CITY PROJECT ENGINEER**

Collaborative Infrastructure Services, Inc.  
(404) 909-5619

**Date of Bid Package Issuance & Advertisement:**  
December 5<sup>th</sup>, 2018

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INVITATION TO BID

The City of Clarkston, Georgia (the Owner) will receive sealed bids for the “Friendship Forest Wildlife Sanctuary Park Renovations” until 12:00 P.M. (local time), Tuesday, January 23<sup>rd</sup>, 2018, at the City of Clarkston, Annex Building, 1055 Rowland Street, Clarkston, Georgia 30021, at which time and place all bids will be publicly opened and read aloud.

Bids are to be submitted and addressed to City Manager Keith Barker, sealed, dated and enclosed in an envelope appropriately marked on the outside;

**"Proposal for Friendship Forest Wildlife Sanctuary Park Renovations"**

**Name of Bidder:** \_\_\_\_\_  
**Date of Bid Opening:** \_\_\_\_\_  
**Hour of Bid Opening:** \_\_\_\_\_

Bids are to be mailed or delivered to reach City of Clarkston Annex, 1055 Rowland Street, on or before the above stipulated date and time. No bids will be accepted after the 12:00 P.M. deadline. Those received late will be returned unopened. No extension of the bidding period will be made unless specifically addressed in an addendum. The bids will be opened and publically read aloud at approximately 12:05 P.M. on January 23<sup>rd</sup>, 2017.

The complete set of Bid Documents (Plan Set & Specifications) may be obtained on-line at <http://clarkstonga.gov>. Plans are also available for review at the City of Clarkston, 1055 Rowland Street, Clarkston, GA, 30021 from 9:00 A.M. until 4:00 P.M. Monday – Friday.

A non-mandatory pre-bid conference is scheduled for 2:00 P.M., January 9<sup>th</sup>, 2018 at Clarkston City Annex. 1055 Rowland Street, Clarkston, GA 30021. A site visit will be available after the pre-bid conference for those who are interested in attending. All questions about the meaning or intent of the Bidding Documents are to be submitted to the Engineer in writing via email delivery addressed to the City Project Engineer; via email to [kaiser@co-infra-services.com](mailto:kaiser@co-infra-services.com). It is the responsibility of the bidder to ensure their inquiry is received. A follow-up call to the Project Engineer at 404-909-5619 upon sending the email is recommended. Interpretations or clarifications considered necessary by the Owner or Engineer in response to such questions will be issued by Addenda and posted on the Owners web site; <http://clarkstonga.gov>.

Questions from bidders must be received by the City Project Engineer no later than 12:00 P.M. (local time); January 15<sup>th</sup>, 2018. The City Project Engineer will respond to questions received by the deadline. Responses to questions and/or addendum issued, as applicable, will be posted on the city web site no later than 5:00 P.M., January 17<sup>th</sup>, 2018.

The Friendship Forest Wildlife Sanctuary Park Renovation project generally consists of the construction of two restrooms, one pavilion, improvements to existing asphalt trails, a new parking lot and lighting, pedestrian lighting, monument sign, fencing, granite walls, bio-retention cell, water and power service line extensions, wetland construction and associated boardwalks and wetland plantings.

Work must be substantially complete within **160** calendar days after the city issuance of a Notice-to-

Proceed. Liquidated damages of \$150 per day will be assessed if the project is not substantially completed within 160 calendar days. Delays as a result of city actions or weather will be excluded from the 160 Calendar Day requirement.

City is expected to issue a Notice-to-Proceed within five (5) calendar days after the contract is signed by both parties.

Bids must be accompanied by a bid bond in an amount not less than 5% of the maximum base bid submitted. A 100% performance bond and a 110% payment bond will be required by of the successful bidder in the combined amount equal to 210% of the contract price. Bonds and Insurance Certificates must be submitted within five (5) calendar days after the contract is signed by both parties. The City Council is expected to vote on the selected bidder on October 3<sup>rd</sup>, 2017.

All material testing will be performed and funded by the City.

This project is 100% funded by the city. No federal or state funding is utilized on this project.

The contractor must ensure that all employees and applicants for employment are not discriminated against because of their gender, race, color, genetic information, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or gender identity and expression. The city encourages the use of the Disadvantaged Business Enterprise (DBE) Program. A 10% minimum DBE participation is required.

The Owner reserves the right to reject any or all bids and to waive technicalities and informalities. If the contract is awarded, it will be awarded to the lowest responsive bidder whose proposal shall have met all the prescribed requirements.

Bids may be held by the City for a period not to sixty days (60) days from the date of the opening of the bids for the purpose of reviewing the bids and investigating the qualifications of the bidders, including investigating the financial stability of the bidders and their demonstrated ability to perform satisfactorily, prior to awarding the contracts.

**CITY OF CLARKSTON**  
*Invitation to Bid*

**BIDDING INSTRUCTIONS**

**FAILURE TO RETURN THE FOLLOWING BID DOCUMENTS COULD RESULT IN THE BID BEING DEEMED NON-RESPONSIVE AND BEING REJECTED:**

<b>Item</b>	<b>Description</b>	<b>Page(s)</b>
1	Filled out and Signed Invitation to Bid	1
2	Bid Form and Addenda Acknowledgement (2 pages)	9-10
3	Bid Bond (3 pages)	11-13
4	Qualification Signature and Certification	14
5	List of Subcontractors	15
6	Contractor Affidavit and Agreement (E-Verify)	16
7	Bid Schedule (4 pages)	17-20
8	Disclosure Form	21
9	Project narrative	22
10	Contractor Qualifications Questionnaire	23
11	Vendor Affidavit of Compliance – Fair Hiring Practice	26

***INFORMATION AND INSTRUCTIONS***

The purpose of this solicitation is to enter into a unit price contract with one firm to be the primary contractor for the “Friendship Forest Wildlife Sanctuary Park Renovation” project.

No specification expressed or implied shall be construed as any type of restrictive specification that would limit competition.

Unless clearly shown as “no substitute” or any words to that effect, any items in these contract documents which have been identified, described or referenced by a brand name or trade name are for reference only. Such identification is intended to be descriptive, but not restrictive and is to indicate the general quality and characteristics of products that may be offered. Each bid item for which an equivalent item is proposed must be individually identified on the bid sheet with the following information: brand name, model or manufacturer’s number or identification regularly used in the trade. Photographs, specifications and cut sheets shall be provided of the proposed alternative. The City shall be the sole judge of the suitability of the proposed alternative and may consider function, design, materials, construction, workmanship, finishes, operating features, overall quality, local service facilities, warranty terms and service or other relevant features.

The City reserves the right to cancel the contract at any time with 30 days written notice.

Title to any supplies, materials, equipment or other personal property shall remain the Contractors’ until fully paid for by the City.

All items to be bid FOB, City of Clarkston,, Georgia. No sales taxes are to be charged.

Any damage to any building or traffic control device, or equipment incurred during the course of work shall be repaired at the contractor’s expense to the complete satisfaction of City of Clarkston with no additional expense to the City.

**The Prime contractor shall perform a minimum of 55% of the total bid amount of the work.**

## EVALUATION

The City intends to evaluate the Invitation-to-Bid (ITB) on the lowest, best, responsible, and responsive vendor.

## INSURANCE REQUIREMENTS

Within 5 days of Notice of Award, the Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-6 or higher and acceptable to the City. These Certificates must remain valid at all times that this Contract is in force.

Insurance requirements are provided below and included in the CONTRACT AGREEMENT (Section 7.K).

- (1) Requirements: The Contractor shall have and maintain in full force and effect for the duration of this Agreement, insurance insuring against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work by the Contractor, its agents, representatives, employees or subcontractors. All policies shall be subject to approval by the City Attorney as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City.
- (2) Minimum Limits of Insurance: Contractor shall maintain the following insurance policies with limits no less than:
  - (a) Comprehensive General Liability of \$1,000,000 (one million dollars) limit per single occurrence, \$2,000,000 (two million dollars) umbrella, including coverage for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom, vandalism, property loss and theft.
  - (b) Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000 (one million dollars) combined single limit per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom.
  - (c) Workers' Compensation limits as required by the State of Georgia and Employers Liability limits of \$1,000,000 (one million dollars) per accident.
- (3) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the City in writing.
- (4) Other Insurance Provisions: The policy is to contain, or be endorsed to contain, the following provisions:

- (a) General Liability and Automobile Liability Coverage.
  - (i) The City and City Parties are to be covered as insureds. The coverage shall contain no special limitations on the scope of protection afforded to the City or City Parties.
  - (ii) The Contractor's insurance coverage shall be primary noncontributing insurance as respects to any other insurance or self-insurance available to the City or City Parties. Any insurance or self-insurance maintained by the City or City Parties shall be in excess of the Contractor's insurance and shall not contribute with it.
  - (iii) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City or City Parties.
  - (iv) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  - (v) Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion.
  - (vi) The insurer agrees to waive all rights of subrogation against the City and City Parties for losses arising from Work performed by the Contractor for the City for General Liability coverage only.
- (b) Workers' Compensation Coverage: The insurer providing Workers' Compensation Coverage will agree to waive all rights of subrogation against the City and City Parties for losses arising from Work performed by the Contractor for the City.
- (c) All Coverages:
  - (i) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
  - (ii) Policies shall have concurrent starting and ending dates.
- (5) Acceptability of Insurers: Insurance is to be placed with insurers authorized to do business in the State of Georgia and with an A.M. Best's rating of no less than A:VI.
- (6) Verification of Coverage: Contractor shall furnish the City with certificates of insurance and endorsements to the policies evidencing coverage required by this clause prior to the start of Work. The certificate of insurance and endorsements shall be on a form utilized by Contractor's insurer in its normal course of business and shall be received and approved by the City within seven (7) days of the Notice of Award. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

The Contractor shall provide proof that any expiring coverage has been renewed or replaced at least two (2) weeks prior to the expiration of the coverage.

- (7) Subcontractors: Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated in this Agreement, including but not limited to naming the Parties as additional insureds.
- (8) Claims-Made Policies: Contractor shall extend any claims-made insurance policy for at least six (6) years after termination or final payment under the Agreement, whichever is later.
- (9) City as Additional Insured and Loss Payee: The City shall be named as an additional insured and loss payee on all policies required by this Agreement, except the City need not be named as an additional insured and loss payee on any Workers' Compensation policy.

### **BONDING REQUIREMENTS**

Each bid must be accompanied with a **BID BOND** (bond only: certified checks or other forms are not acceptable) in an amount equal to five percent (5%) of the base bid, payable to the City of Clarkston. Said bid bond guarantees the bidder will enter into a contract to construct the project strictly within the terms and conditions stated in this bid and in the bidding and contract documents, should the construction contract be awarded.

The Successful Bidder shall be required to furnish **PAYMENT AND PERFORMANCE BONDS** for the faithful performance on the contract and a bond to secure payment of all claims for materials furnished and/or labor performed in performance of the project. A 100% performance bond and a 110% payment bond will be required by of the successful bidder in the combined amount equal to 210% of the contract price

Bonds shall be issued by a corporate surety appearing on the Treasury Department's most current list (Circular 570 as amended) and be authorized to do business in the State of Georgia. Bonds shall be on the forms provided by the City and subject to the review and approval of the City Attorney.

Date of Bond must not be prior to date of Contract. If Contractor is a Partnership, all partners shall execute Bond.

#### **OATH**

Prior to commencing the Work, the successful bidder shall execute a written oath as required by O.C.G.A. §§ 32-4-122 and 36-91-21(e).

#### **COST OF PREPARING A PROPOSAL**

The costs for developing and delivering responses to this ITB and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the bidder. The City is not liable for any expense incurred by the bidder in the preparation and presentation of their proposal. All materials submitted in response to this ITB become the property of the City of Clarkston.



**[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]**

**BID FORM and ADDENDA ACKNOWLEDGEMENT**

**TO: CITY MANAGER  
CITY OF CLARKSTON  
1055 ROWLAND STREET**

**Ladies and Gentlemen:**

In compliance with your Invitation To Bid, the undersigned, hereinafter termed the Bidder, proposes to enter into a Contract with City of Clarkston, Georgia, to provide the necessary machinery, tools, apparatus, other means of construction, and all materials and labor specified in the Contract Documents or as necessary to complete the Work in the manner therein specified within the time specified, as therein set forth, for:

**“FRIENDSHIP FOREST WILDLIFE SANCTUARY PARK RENOVATION”**

The Bidder has carefully examined and fully understands the Contract, Specifications, and other documents hereto attached, has made a personal examination of the Site of the proposed Work, has satisfied himself as to the actual conditions and requirements of the Work, and hereby proposes and agrees that if his bid is accepted, he will contract with the City of Clarkston in full conformance with the Contract Documents.

Unless otherwise directed, all work performed shall be in accordance with the plans and specifications as provided for with this bid package

It is the intent of this Bid to include all items of construction and all Work called for in the Specifications, or otherwise a part of the Contract Documents.

In accordance with the foregoing, the undersigned proposes to furnish and construct the items listed in the attached Bid schedule for the unit prices stated.

The Bidder agrees that the cost of any work performed, materials furnished, services provided or expenses incurred, which are not specifically delineated in the Contract Documents but which are incidental to the scope, intent, and completion of the Contract, shall be deemed to have been included in the prices bid for the various items scheduled.

The Bidder further proposes and agrees hereby to promptly commence the Work with adequate forces and equipment within five (5) calendar days from receipt of Notice to Proceed and to complete all Work within One Hundred Sixty (160) calendar days from the Notice to Proceed. If weather affects the required completion schedule, The City and selected Bidder will negotiate a new completion date.

Liquidated damages of \$150 per day will be assessed if the project is not substantially completed within 160 calendar days. Delays as a result of city actions or weather will be excluded from the 160 Calendar Day requirement.

Attached hereto is an executed Bid Bond in the amount of \_\_\_\_\_ Dollars (\$) (Five Percent of Amount Bid). **Bid Bond Amount to be for the largest bid amount submitted.**

If this bid shall be accepted by the City of Clarkston and the undersigned shall fail to execute a satisfactory contract in the form of said proposed Contract, and give satisfactory Performance and Payment Bonds or furnish satisfactory proof of carriage of the insurance required within seven days from the date of Notice of Award of the Contract, then the City of Clarkston may, at its option, determine that the undersigned abandoned the Contract and there upon this bid shall be null and void, and the sum stipulated in the attached Bid Bond shall be forfeited to the City of Clarkston as liquidated damages.

Bidder acknowledges receipt of the following addenda:

Addendum No.	Date viewed
_____	_____
_____	_____
_____	_____
_____	_____

**Add additional pages as necessary for the Addendum.**

**Bidder further declares that the full name and resident address of Bidder's Principal is as follows:**

Signed, sealed, and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Bidder \_\_\_\_\_ (Seal)  
Company Name

Bidder Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Print Name: \_\_\_\_\_

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

**[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]**

**BID BOND  
CITY OF CLARKSTON, GEORGIA**

BIDDER (Name and Address):

\_\_\_\_\_

SURETY (Name and Address of Principal Place of Business):

\_\_\_\_\_

OWNER (hereinafter referred to as the "City" (Name and Address):

City of Clarkston  
ATTN: City Manager  
1055 Rowland Street  
Clarkston, GA 30021

**BID**

BID DUE DATE:

PROJECT (Brief Description Including Location):

\_\_\_\_\_

**BOND**

BOND NUMBER:

DATE (Not later than Bid due date):

PENAL SUM: \_\_\_\_\_

(Words)

(Figures)

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby to the City, subject to the terms printed below or on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent or representative.

BIDDER

SURETY

\_\_\_\_\_(Seal)

\_\_\_\_\_(Seal)

Bidder's Name and Corporate Seal

Surety's Name and Corporate Seal

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

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

Signature and Title:

Signature and Title:

(Attach Power of Attorney)

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Signature and Title:

Signature and Title:

- Note:
- (1) Above addresses are to be used for giving any notice required by the terms of this Bid Bond.
  - (2) Any singular reference to Bidder, Surety, the City or any other party shall be considered plural where applicable.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to the City upon Default of Bidder the penal sum set forth on the face of this Bond.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension of that time agreed to in writing by the City) the executed Agreement required by the Bidding Documents and any performance and payment Bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
  - 3.1 The City accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension of that time agreed to in writing by the City) the executed Agreement required by the Bidding Documents and any performance and payment Bonds required by the Bidding Documents; or
  - 3.2 All Bids are rejected by the City; or
  - 3.3 The City fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension of that time agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon Default by Bidder within 30 calendar days after receipt by Bidder and Surety of a written Notice of Default from the City, which Notice will be given with reasonable promptness and will identify this Bond and the Project and include a statement of the amount due.
5. Surety waives notice of, as well as any and all defenses based on or arising out of, any time extension to issue a Notice of Award agreed to in writing by the City and Bidder, provided that the total time, including extensions, for issuing a Notice of Award shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond either prior to 30 calendar days after the Notice of Default required in paragraph 4 above is received by Bidder and Surety or later than one year after Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the State of Georgia.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer or proposal, as applicable under the particular circumstances.

12. The terms of this Bid Bond shall be governed by the laws of the State of Georgia.

**[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]**

**QUALIFICATIONS SIGNATURE AND CERTIFICATION**

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal 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 proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, including but not limited to Title 32, Chapter 4, Article 4, Part 2 and Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Print/Type Company Name Here \_\_\_\_\_

**CORPORATE CERTIFICATE**

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as Contractor in the foregoing bid; that \_\_\_\_\_ who signed said bid in behalf of the Contractor, was then (title) \_\_\_\_\_ of said Corporation; that said bid was duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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

**[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]**

**LIST OF SUBCONTRACTORS**

I do \_\_\_\_\_, do not \_\_\_\_\_, propose to subcontract some of the work on this project. I propose to Subcontract work to the following subcontractor(s):

**Company #1**

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

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

Company President & Phone Number: \_\_\_\_\_

**Company #2:**

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

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

Company President & Phone Number: \_\_\_\_\_

**Company #3:**

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

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

Company President & Phone Number: \_\_\_\_\_

**PRIME CONTRACTOR PERFORMANCE OF WORK**

Prime contractor certifies that a minimum of 55% of the total bid amount will be performed by the prime contractor's employees

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Print/Type Company Name Here \_\_\_\_\_

[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]

STATE OF GEORGIA

CITY OF CLARKSTON

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

**By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.**

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Clarkston City, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 in the form attached hereto as Exhibit "G." Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Clarkston at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent Date

\_\_\_\_\_  
Print Contractor Name

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

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_



(BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE)

**SCHEDULE OF VALUES**

**FRIENDSHIP FOREST WILDLIFE SANCTUARY PARK RENOVATION - HARDSCAPE PLAN**

**12/5/2017**

<b>NO</b>	<b>PAY ITEM DESCRIPTION</b>	<b>UNITS</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>EXTENDED COST</b>
<b>SITE WORK</b>					
		-			
1	MOBILIZATION (hardscape & wetlands construction)	LS	1		
2	SITE DEMOLITION	LS	1		
3	EARTHWORK	CY	1276		
4	DIRT HAUL OFF	CY	1020		
5	LIGHT DUTY ASPHALT (PARKING LOT & NEW 10' TRAIL)	SY	1,316		
6	PARKING LOT STRIPING	LS	1		
7	PARKING LOT & PAVILION CONCRETE SIDEWALKS/PICNIC TABLE PAD BIKE/RACK PAD	SY	250		
8	EX. CONC. SIDEWALK WIDENING - EXCAVATION OF 2.5' SECTION & INSTALLATION OF 4" ASPHALT BASE	SY	500		
9	EX. CONC. SIDEWALK WIDENING - TACK COAT	SY	1000		
10	EX. CONC. SIDEWALK WIDENING - 2" ASPHALT TOPPING	SY	1000		
11	WHEEL STOP	EA	21		
12	6' MULCH PATH	SF	800		
13	CLEARING AND GRUBBING	AC	4.5		
<b>DRAINAGE</b>					
14	18" CMP	LF	139		
15	JUNCTION BOX	EA	1		
16	CLEANOUT	EA	1		
17	SLOTTED PIPE SECTION	LF	35		
18	GRATE INLET	EA	1		
19	4' CONCRETE FLUME	SY	65		
<b>WATER</b>					
20	1 1/2" PVC WATER LINE	LF	145		
21	1 1/2" GATE VALVES	EA	3		
22	DCV/BFP VAULT	EA	1		
23	EX. CONNECTION AT PAVILION	LS	1		
24	MISC. APPURTENANCES	LS	1		
<b>SANITARY SEWER</b>					
25	CLEANOUT	EA	5		
26	SEWER LATERAL RECONNECTION	EA	1		
27	4" PVC PIPE	LF	125		

28	MIC. APPURTENANCES	LS	1		
<b>SEPTIC SYSTEM</b>					
29	SEPTIC TANK	LS	1		
30	SEPTIC FIELD	LS	1		
<b>LANDSCAPING</b>					
31	TREES & SHRUBS	LS	1		
32	SOD	LS	1		
<b>EROSION CONTROL</b>					
33	CONSTRUCTION ENTRANCE	EA	2		
34	SD-1 SILT FENCE TYPE 'S'	LF	2925		
35	PIGS IN A BLANKET	EA	1		
36	TEMPORARY GRASSING	AC	1.5		
37	PERMANENT GRASSING	AC	0.5		
<b>SITE ELEMENTS</b>					
38	PARKING LOT RESTROOM BLDG	LS	1		
39	PAVILION W/ RESTROOM & AMPHITHEATER	LS	1		
40	PARKING LOT LIGHTING	LS	1		
41	PEDESTRIAN TRAIL LIGHTING	LS	1		
42	WOODEN BRIDGE	LS	1		
43	VIEWING PLATFORMS	SF	800		
44	BOARDWALKS	SF	2000		
45	WOODEN RAILINGS	LF	525		
46	BIKE RACK ONLY (EXCLUDE CONC. PAD)	EA	1		
47	PICNIC TABLE ONLY (EXCLUDE CONCRETE PAD)	EA	1		
48	INTERPRETIVE SIGNAGE WITH FRAME/STANDS	EA	10		
49	ENTRANCE SIGN	EA	1		
50	INFORMATIONAL KIOSK (INCLUDE 12" REINFORCED CONC. PAD)	EA	1		
51	SCALLOPED WOODEN PICKET FENCE	LF	180		
52	6' CHAINLINK FENCE	LF	390		
53	ENTRANCE GATE	EA	1		
54	GRANITE VENEER SEAT WALL	SF	180		
55	GRANITE VENEER SITE WALL	SF	700	-	-
56	EX. GRANITE CURB RELOCATION/PLACEMENT/INSTALLATION	SY	25	-	-
				<b>SUB-TOTAL (A)</b>	

**FRIENDSHIP FOREST WILDLIFE SANCTUARY PARK RENOVATION - WETLANDS PLAN**

<b>NO.</b>	<b>PAY ITEM DESCRIPTION</b>	<b>SPECIFICATION REFERENCE</b>	<b>QTY</b>	<b>UNITS</b>	<b>UNIT COST</b>	<b>EXTENDED COST</b>
1	Erosion and Sediment Control and NPDES Monitoring	31 25 00	1	LS	LUMP SUM	
2	Temporary Silt Fence	31 25 00	1,150	LF		
3	Rock Filter Dam	31 25 00	2	EA		
4	Rock Outlet Control Str.	35 42 50 (2.03-D)	2	EA		
5	Mass Earthwork	31 00 00	1900	CY		
6	Finished Wetland Grading	31 00 00	1	LS	Lump Sum	
7	Rock Cross Vane	35 42 40	5	EA		
8	Soil Preparation and Permanent Grass/Forb Seed and Sod	32 92 00	30,966	SF		
9	Tree/Shrub Planting	32 92 23	1	LS	Lump Sum	
10	Surveying Control (construction staking & as-built):	01 32 33	1	LS	Lump Sum	
13	Herbaceous Planting (Plugs and Containers) Plant Spring 2018	32 92 24	1	LS	Lump Sum	
					<b>SUB-TOTAL (B)</b>	

**TOTAL BID AMOUNT (A +B):** \$ \_\_\_\_\_

**Print Total Bid Price: (print)** \_\_\_\_\_

## HARDSCAPE PLAN

### BID ALTERNATE #1

NO	PAY ITEM	UNITS	QTY	UNIT COST	TOTAL COST
1	Penal Grade Stainless Steel Toilet Fixtures (2 restroom facility's)	1	1		

### BID ALTERNATE #2

NO	PAY ITEM	UNITS	QTY	UNIT COST	TOTAL COST
2	Boardwalk Cor-Ten Steel Railing with Wood Cap	1	1		

### BID ALTERNATE #3

NO	PAY ITEM	UNITS	QTY	UNIT COST	TOTAL COST
3	Smooth Finish CMU (4 inch) & 8x8 Lintel Blocks – Smooth Finish	1	1		

***Bidder MUST provide a Total Bid Price for the SUB-TOTAL BIDS A & B including Alternatives #1 & #2. Bidders not providing a bid for both SUB-TOTAL bids and/or the Alternatives will be disqualified from submitting a bid. Bidder acknowledgment of providing both bids & the Alternatives is as follows:***

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT / TYPE NAME \_\_\_\_\_

TITLE \_\_\_\_\_

- NOTE:** (1) The Project Plans and Project Specifications provide details for the PAY ITEM DESCRIPTIONS & PROJECT SPECIFICATIONS (Hardscape and Wetlands).  
 (2) The BID ALTERNATIVES are described in the Hardscape Project Specifications; Section 012300 (Parts 1, 2 & 3).

**[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]**

**DISCLOSURE FORM**

This form is for disclosure of campaign contributions and family member relations with City of Clarkston's officials/employees or City Project Engineer (Collaborative Infrastructure Service employees).

Please complete this form and return as part of your bid package when it is submitted.

Name of Bidder \_\_\_\_\_

Name and the official position of the Clarkston City Official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

\_\_\_\_\_

List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named Clarkston City Official.

Amount/Value	Description
_____	_____
_____	_____
_____	_____

Please list any family member that is currently (or has been employed within the last 9 months) by the City of Clarkston and your relation:

\_\_\_\_\_  
\_\_\_\_\_

## **PROJECT NARRATIVE**

The Friendship Forest Wildlife Sanctuary Park Renovation project generally consists of the construction of two restrooms, one pavilion, improvements to existing asphalt trails (concrete, asphalt and mulch surfaces), a new parking lot and lighting, pedestrian lighting, granite monument sign, fencing, granite walls, landscaping, bio-retention cell, water and power service line extensions, a wooden pedestrian bridge, wetland construction and associated boardwalks and wetland plantings.

The construction sequencing is left to the discretion of the selected contractor with one exception – the asphalt trail. The asphalt trail; whether on new alignment or where an overlay occurs over the existing trail, will be the last task to be completed due to the use of the trail for construction equipment for park renovations.

Friendship Wildlife Sanctuary will be closed during the park renovations. The contractor will be required to provide “Park Closure” signs at both entrances into the facility as described in the plan set General Notes.

**[BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE]**

**QUESTIONNAIRE**

**Project Name:** FRIENDSHIP FOREST WILDLIFE SANCTUARY PARK RENOVATION PROJECT

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

(PLEASE ATTACH SEPARATE SHEETS AS NECESSARY)

**\*\*\*ALL QUESTIONS MUST BE ANSWERED THOROUGHLY BY THE BIDDER. DO NOT LEAVE ANY QUESTION BLANK. MARK N/A IF NOT APPLICABLE. FAILURE TO THOROUGHLY ANSWER ALL QUESTIONS MAY RESULT IN DELAY OF CONTRACT OR DISQUALIFICATION OF THE BIDDER. \*\*\***  
**PLEASE RETURN COMPLETED QUESTIONNAIRE WITH THE BID SUBMITTAL**

○ GENERAL INFORMATION

- How many years has your organization been in business as a Contractor performing park rehabilitation or new park construction? \_\_\_\_\_
- State the true and exact, correct, and complete name under which you do business.  
\_\_\_\_\_
- How many years has your organization been in business under its present name? \_\_\_\_\_
- Under what other or former names has your organization operated? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- State the true and exact, correct, and complete address of facility where service will be provided from.  
\_\_\_\_\_

○ EXPERIENCE

- Briefly describe the nature and contract value of park projects typically executed by your organization.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- On a separate sheet, list a minimum of three projects that you have completed similar in type, size, and nature as the one proposed. Preference should be given to county/state/federal projects. Provide the following information for each project:
  - Name of Project:  
\_\_\_\_\_
  - Owner:  
\_\_\_\_\_
  - Contact and Phone Number:  
\_\_\_\_\_

- Address:  
\_\_\_\_\_
- Engineer  
\_\_\_\_\_
- Contact and Phone Number:  
• \_\_\_\_\_
- Address:  
• \_\_\_\_\_
- Date Started:  
\_\_\_\_\_
- Date Completed:  
\_\_\_\_\_
- Project Superintendent:  
\_\_\_\_\_
- Value of Contract:  
\_\_\_\_\_
- Description of  
Project: \_\_\_\_\_



- Provide at least three (3) references familiar with park rehabilitation or new park construction projects you have completed in the past five (5) years. Preference should be given to county, state, and/or federal park projects. References should not be a current employee or subcontractor that will be utilized by your firm.

**Reference #1**

- A. Organization Name: \_\_\_\_\_
- B. Description of Project: \_\_\_\_\_
- C. Contract Period: \_\_\_\_\_
- D. Contact Person/Title: \_\_\_\_\_
- E. Phone Number: \_\_\_\_\_

**Reference #2**

- 1 Organization Name: \_\_\_\_\_
- 2 Description of Project: \_\_\_\_\_
- 3 Contract Period: \_\_\_\_\_
- 4 Contact Person/Title: \_\_\_\_\_
- 5 Phone Number: \_\_\_\_\_

**Reference #3**

- 1. Organization Name: \_\_\_\_\_
- 2. Description of Project: \_\_\_\_\_
- 3. Contract Period: \_\_\_\_\_
- 4. Contact Person/Title: \_\_\_\_\_
- 5. Phone Number: \_\_\_\_\_

The undersigned all statements and answers contained herein are true, complete, and accurate to the best of your knowledge.

Date Questionnaire Submitted: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name & Title of Signer (Printed) \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**END QUESTIONNAIRE**

**STATE OF GEORGIA**  
**COUNTY OF DEKALB**

**VENDOR AFFIDAVIT OF COMPLIANCE WITH**  
**CITY OF CLARKSTON FAIR HIRING PRACTICES**

COMES NOW \_\_\_\_\_, (“Affiant”).  
Affiant hereby declares the following under oath:

- 1) Affiant is an owner, principal, manager or agent authorized to bind the vendor doing business as \_\_\_\_\_ (“Vendor”).
- 2) For so long as Vendor and the City are engaged in a “Covered Contract” as defined by the City’s Fair Hiring Practices Ordinance (#16-401), Vendor agrees to:
  - a. Omit from any printed or on-line employment application used by Vendor any inquiry regarding the criminal history of the applicant;
  - b. Refrain from making any inquiries regarding an applicant for employment’s prior criminal arrests or convictions until and unless Vendor makes a contingent offer of employment to such applicant;
  - c. Refrain from publishing any information regarding a job that states or implies that an individual’s criminal history automatically disqualifies him/her from consideration for the job;
  - d. Consider all applicants for employment, regardless of criminal history; and
  - e. Refrain from taking any adverse employment action against an individual based on his/her criminal history unless Vendor simultaneously notifies the individual in writing that such adverse action was based on his/her criminal history.
- 3) Vendor agrees to submit a copy of its employment application form to the City prior to beginning work under the “Covered Contract.”
- 4) Vendor agrees to submit a sworn written affirmation of compliance with the City’s Fair Hiring Practices Ordinance to the City along with each invoice or application for payment under a “Covered Contract.”

FURTHER AFFIANT SAYETH NOT.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**VENDOR:**

\_\_\_\_\_

Title \_\_\_\_\_

WITNESS:

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