



## **REQUEST FOR QUOTES**

### **40 OAKS HOUSE STRUCTURE ENCAPSULATION**

**CITY OF CLARKSTON**  
**736 Park North Boulevard; Suite 120**  
**Clarkston, GA 30021**  
**(404) 296-6489**

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**CITY MANAGER**  
ChaQuias Miller-Thornton

**CITY ENGINEER**  
Collaborative Infrastructure Services  
(404) 909-5619

**Request for Quotes Issuance**  
**Via BidNet Direct**  
**September 27, 2025**

## **Table of Contents**

<b><u>Topic</u></b>	<b><u>Page</u></b>
Invitation to Bid (legal ad)	3
Bidding Instructions (what must be submitted)	4
Insurance/Bond Requirements	5
Bid Form and Addenda Acknowledgement	8
Bid Bond	11
Qualifications Signature and Certification	14
Corporate Certificate	14
List of Subcontractors	15
Contractor Affidavit and Agreement (E-Verify)	16
Lump Sum Bid Amount	17
Disclosure Form	18
Work Scope and Project Specifications	19
Contractor Questionnaire	21
References	22
Exhibit A	23
Exhibit B	32

## REQUEST FOR QUOTES

The City of Clarkston, Georgia will receive lump sum bids via BidNet Direct (<https://www.bidnetdirect.com>) for the “**40 OAKS HOUSE STRUCTURE ENCAPSULATION**” until 3:00 P.M. (local time), October 8, 2025.

The work will generally entail providing all labor, materials, equipment and supplies to encapsulate the entire roof of the 40 Oaks House, including the front porch roof, with a white fire retardant vinyl tarp

No bids will be accepted after the 3:00 P.M. deadline on October 14, 2025. No extension of the bidding period will be made unless specifically addressed in an addendum via BidNet Direct.

The complete set of Bid Documents may be obtained on-line at BidNet Direct.

A non-mandatory pre-bid conference will be held on-site; 3790 Market Street, Clarkston, GA, at 9:00 AM on October 6, 2025. All questions about the meaning or intent of the Bid Documents are to be submitted via BidNet Direct.

Questions from bidders must be submitted to BidNet Direct but no later than 12:00 P.M. (local time); October 8, 2025. Responses to questions and/or addendum issued, as applicable, will be posted by the City on BidNet Direct no later than 5:00 PM, October 8, 2025.

Work must be substantially complete within **30** calendar days after the city issuance of a Notice-to-Proceed. Liquidated damages of \$250 per day will be assessed if the project is not substantially completed within 30 calendar days. Delays as a result of city actions, vendor delays due to material shortages or weather will be excluded from the 30 calendar day completion requirement.

Bid must be accompanied by a bid bond in an amount not less than 5% of the maximum base bid submitted. A 100% performance bond will be required.

This project is 100% funded by the City (SPLOST II).

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.

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 the project satisfactorily based on prior similar projects.

**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>
2	Bid Form and Addenda Acknowledgement (2 pages)	8-9
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	Lump Sum Bid Amount	17
8	Disclosure Form	18
9	Project Work Scope and Specifications	19
10	Contractor Qualifications Questionnaire & References	21-22

***INFORMATION AND INSTRUCTIONS***

The purpose of this solicitation is to enter into a contract with one firm to be the primary contractor for the  
**“40 OAKS HOUSE  
STRUCTURE ENCAPSULATION”**

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.

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.

Damage to any city infrastructure incurred during the course of work shall be repaired at the contractor’s expense to the complete satisfaction of City of Clarkston and at no expense to the City.

**The Prime contractor shall perform a minimum of 75% of the total bid amount submitted**

## EVALUATION OF BID

The City intends to select the lowest and most responsive bidder. The City reserves the right to select the next lowest bidder or subsequent bidder (s) in the event the bidder with the lowest bid amount does not have the qualifications, are not responsive, and has an inadequate history of performing and/or completing similar work on-time and within budget.

## INSURANCE REQUIREMENTS

Within 7 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.

- (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 Consultant Parties are to be covered as additional insured. 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 Consultant Parties. Any insurance or self-insurance maintained by the City or City Consultant 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 Consultant 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 Consultant 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 Consultant 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.

### **A 100% PERFORMANCE BOND WILL BE REQUIRED.**

#### **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  
736 PARK NORTH BOULEVARD  
SUITE 120  
CITY OF CLARKSTON, GA 30021**

**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:

**“40 OAKS HOUSE  
STRUCTURE ENCAPSULATION”**

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.

The Bidder understands that the work will entail providing all labor, materials, equipment and supplies to encapsulate the entire roof of the 40 Oaks House, including the front porch roof with a white fire retardant vinyl tarp. Encapsulation on the sides of the house is **not** in the project scope. Further details are outlined in the following **Work Scope and Specifications Section** of this bid package

In accordance with the foregoing, the undersigned proposes to provide all materials, equipment, supplies and labor to encapsulate the roof of the front porch and the house with a white fire retardant vinyl tarp

The Bidder agrees that the cost of any 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 bid price for the various items in the Bid Schedule. The Lump Sum Cost shall also include mobilization to the site regardless of the number of trips required to perform the work.

The Bidder further proposes and agrees hereby to promptly commence the Work with adequate forces and equipment within seven (7) calendar days from receipt of Notice to Proceed.

Liquidated damages of \$250 per day will be assessed if the project is not substantially completed within 30 calendar days. Extension of time may be considered by the city if the delays are associated with city actions, vendor delays due to documented material shortages/logistical delays or weather

The City will consider the project as substantially completed when the entire roof of the house



and the front porch is fully and securely encapsulated.

The Contractor shall complete a Project Delay Tracker form to be included with each submitted invoice. The City will provide the form. The dates and details included in the form must be discussed with the City Inspector and all parties must concur with the dates /details before inclusion in the pay application.

A 10% retainage will be held on all pay applications.

Attached hereto is an executed Bid Bond in the amount of \_\_\_\_\_ Dollars (\$ (Five Percent of Amount Bid). **Bid Bond Amount to be for the 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 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  
736 PARK NORTH BOULEVARD  
SUITE 120  
CITY OF 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)

Bidder's Name and Corporate Seal

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

Surety's Name and Corporate Seal

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

Signature and Title:

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

Signature and Title:

(Attach Power of Attorney)

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

Signature and Title:

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

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 75% of the total bid amount submitted 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, 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. 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 \_\_\_\_\_, 202\_\_

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

***(BIDDERS MUST RETURN THIS FORM WITH BID RESPONSE)***

**LUMP SUM BID**

**Description:** Provide all materials, labor, supplies and equipment to encapsulate the entire roof of the 40 Oaks House, including the front porch roof, with a white fire retardant vinyl tarp. Encapsulation on the sides of the house is **not** in the project scope. Lump Sum Bid Amount shall also include all costs for repair/re-installation of the tarp for a period of 1 year with the maintenance tasks commencing when the punch list is approved.

***TOTAL LUMP SUM BID AMOUNT*** \$ \_\_\_\_\_

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

*COMPANY* \_\_\_\_\_

*ADDRESS* \_\_\_\_\_

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

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

*TITLE* \_\_\_\_\_

**NOTE:** The Lump Sum Bid Amount SHALL include the cost of purchasing the 100% Performance Bond. The bond will remain in-place until the one year maintenance period expires. Refer to the Scope and Specifications section of this Request for Quotes for maintenance requirements.



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

**DISCLOSURE FORM**

**“40 OAKS HOUSE  
STRUCTURE ENCAPSULATION”**

This form is for disclosure of campaign contributions and family member relations with City of Clarkston’s officials/employees or City 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 four (4) 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 12 months) by the City of Clarkston and your relation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**WORK SCOPE & SPECIFICATIONS**  
**“40 OAKS HOUSE**  
**STRUCTURE ENCAPSULATION”**

**SCOPE OF WORK AND SPECIFICATIONS**

**Existing Conditions**

An existing 2-story existing house; built in 1901, located within 40 Oaks Nature Preserve, 3790 Market Street, Clarkston, GA 30021, is experiencing interior moisture damage due to numerous areas of roof damage; including damage to the front porch. This damage has existed for many years and the past few years has shown a greater rate of interior deterioration to certain areas of the house structure.

The house footprint is approximately 1632 SF with the house roof and porch areas of approximately 1800 SF. Approximately 50% of the roof area is structurally unsound.

Various areas of the house façade has been tested for asbestos and lead. The areas that have that tested positive for asbestos and/or lead are located on the siding material. Sampling of the wood fascia or wood soffit areas tested negative for lead and asbestos. The roof underlayment and shingles tested negative for asbestos.

Exhibit A provides images of the house in 2024. House conditions have changed since 2024. Contractor is responsible for preparing a bid based on current conditions. Exhibit B is the Site Location Map.

**Scope of Work**

The work will entail providing all labor, materials, equipment and supplies to encapsulate the entire roof of the house and the porch roof with a white fire retardant vinyl tarp. Encapsulation on the sides of the house is **not** in the project scope.

The vinyl tarp specifications are as follows:

- Heavy Duty White Vinyl Coated PVC Material  
Fire retardant - meets NFPA-701 standards
- 100% Waterproof
- White color on both sides
- 20 Mil thick
- 18 oz. per sq. yd. material weight
- Highly abrasion, UV, mildew, oil, and acid resistant
- Triple thickness hems

- #4 stainless steel grommets (1/2" ID) spaced approx. every 24" around all four sides
- Heat welded seams
- No material degradation for a minimum of 2 years

Material substitutions are allowable provided the above specifications are met. City will require a submittal of the tarp material for review and approval before contractor purchase occurs.

### **Installation**

The following is the general approach for tarp installation. Method and means will be the responsibility of the contractor:

- Remove all existing coverings
- Plastic button cap screws or nails are to be used to secure the vinyl tarp to the roof
- At the interface between adjoining tarps, one tarp section shall be placed under the adjoining tarp to provide an overlap. At all overlay locations, wood furring (2x2 or 2x4's) shall be used to secure the overlap sections to the roof.
- The tarp shall extend beyond the roof edge and such that the tarp is secured to the fascia board or to the siding of the house. Furring shall be used to secure the tarp to the fascia or siding
- The contractor shall exhibit due diligence in placing the tarp and ensuring that all roof areas are waterproofed using the tarp
- The contractor shall take precautions to ensure that no further roof damage (other than screw or nail penetrations through the shingles and underlying wood framing) occurs during tarp installation
- The sides of the house structure will not be encapsulated

### **Cooperation with Existing On-Site Clarkston International Gardens**

The Clarkston International Gardens exists on the 40 Oaks Nature Preserve property. These gardens are adjacent to the 40 Oaks House. The selected contractor shall not damage or impede the gardening activities at the site.

### **Maintenance & Warranty**

The contractor will be responsible for re-securing any tarp that becomes dislodged or areas where water penetration has occurred for a period of one (1) year beginning on the date that the punch list has been approved by the city. These maintenance tasks shall occur regardless of the origins/causes during this one year maintenance time period; which includes inadequate tarp installation, weather conditions, etc.

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

**“40 OAKS HOUSE  
STRUCTURE ENCAPSULATION”**

**VENDOR QUESTIONNAIRE**

**Questionnaire must be completed by ALL Vendors and returned with quotation response. Any additional pages provided should be clearly labeled.**

1. How long have you been in business?

\_\_\_\_\_

2. Give us background information on your company, including the closest office location.

A. How many company employees? \_\_\_\_\_

B. Please provide the name and address of your local offices (s)

\_\_\_\_\_

\_\_\_\_\_

3. Have you performed similar tasks for a governmental agency (Georgia city or county) in the past ten (10) years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of government agency, point of contact and contract amount of project (s). Provide most recent project (s).

If no experience with a government agency, provide name (s) and project(s) for most recent private entities.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Is the firm registered with the State of Georgia as an incorporated business?

Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

**CLIENT REFERENCE SHEET**

References must be provided by ALL responding Vendors using the form below. It is the vendor's responsibility to provide **COMPLETE** and **ACCURATE** reference information on the form below, **INCLUDING EMAIL ADDRESSES.**

1. \_\_\_\_\_  
Company  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
\_\_\_\_\_  
Name of Contact Person \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Type of Project and  
Dates: \_\_\_\_\_

2. \_\_\_\_\_  
Company  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
\_\_\_\_\_  
Name of Contact Person \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Type of Project and  
Dates: \_\_\_\_\_

3. \_\_\_\_\_  
Company  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
\_\_\_\_\_  
Name of Contact Person \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Type of Project and  
Dates: \_\_\_\_\_

# **EXHIBIT A**

## **ELEVATION VIEWS OF THE HOUSE**



View of North Façade, Front





View of North West Front Porch





View of Rear Façade





View of North East Front Porch)



View of North East Front Porch) / North East Façade





View of Rear Facade



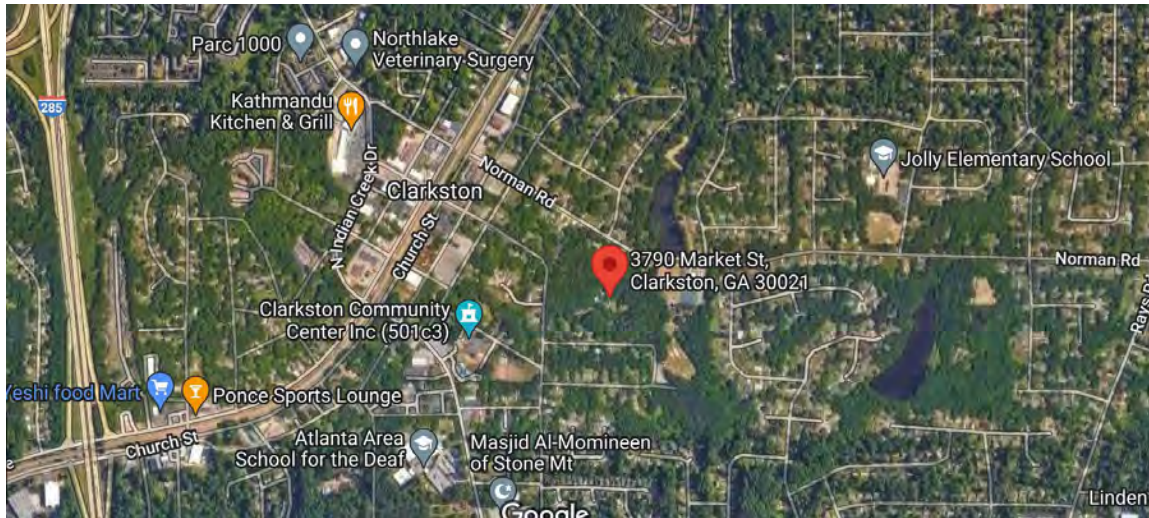


View of West Side

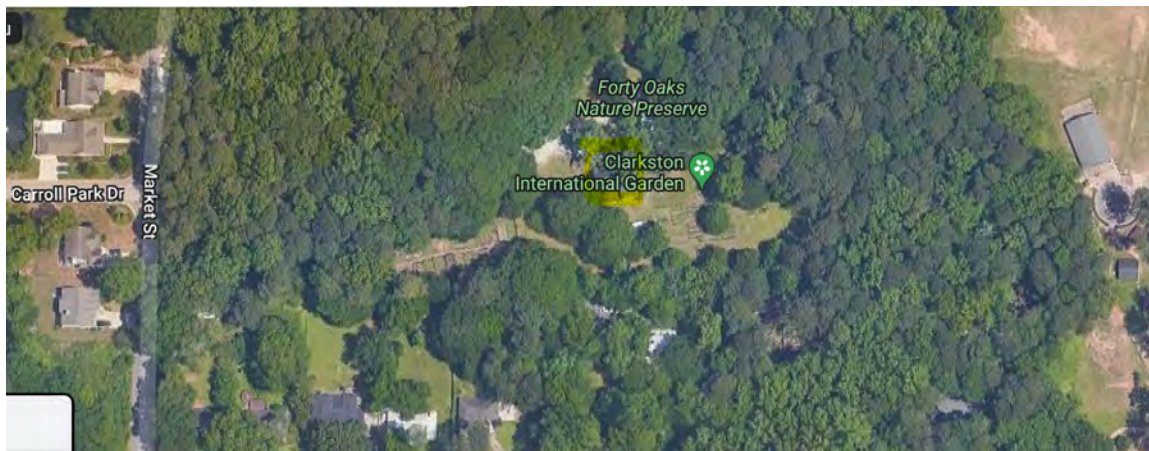


# EXHIBIT B

## SITE LOCATION AND AERIAL IMAGES



***Aerial of City of Clarkston (Site shown as Red Arrow)***



***40 Oaks House and And Adjoining International Gardens***



***Aerial of House built in 1901 on the Site.***

