



**DeKalb County  
Department of Purchasing and Contracting**

Maloof Administration Building, 1300 Commerce Drive, 2<sup>nd</sup> Floor, Decatur, Georgia 30030

**FEBRUARY 5, 2024**

**INVITATION TO BID (ITB) NO. 24-101630**

**FOR**

**AIRFIELD LIGHTING – LED DESIGN AT THE DEKALB PEACHTREE (PDK) AIRPORT**

**DEKALB COUNTY, GEORGIA**

Procurement Agent: Jovan Hooper

Email: [jhooper@dekalbcountyga.gov](mailto:jhooper@dekalbcountyga.gov)

**Non-Mandatory** Pre-Bid Conference: Thursday February 22, 2024, at 11:00 a.m. EST

**Zoom Video Conference:** <https://dekalbcountyga.zoom.us/j/84356260339>

**Password:** 249138

Deadline for Submission of Questions: 5:00 P.M. ET, Thursday February 29, 2024

Bid Opening: 3:00 P.M. ET, Friday March 15, 2024

Price Schedule Opening: Estimated 3 – 5 Business days after Bid Opening

<b>FIRM'S NAME AND ADDRESS:</b> (Street, City, State and Zip Code. Type or print):  <b>Federal Tax ID No.</b> _____ <b>ARE YOU A DEKALB COUNTY FIRM?</b> Yes ___ No ___	<b>TELEPHONE AND FAX NUMBERS WITH AREA CODE:</b> Phone: _____ Fax: _____ E-mail: _____
<b>SIGNATURE OF PERSON AUTHORIZED TO SIGN BID AND DATE:</b>  _____	<b>SIGNER'S NAME AND TITLE (Type of Print):</b>  _____

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS BID TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE BIDDER.

*PH*

## TABLE OF CONTENTS

<u>Title</u>	<u>Page Number</u>
Acknowledgment of Bidder	3
Advertisement for Bids	4
Instructions to Bidders	6
Bidder's Price Schedule Form	15
First Source Jobs Ordinance Information	23
Certificate of Corporate Bidder	36
Certificate of Authority – Joint Venture Bidder	37
Bidder's Affidavit of Compliance with O.C.G.A. §13-10-91	38
Contractor Reference and Release Form	39
Subcontractor Reference and Release Form	40
Bid Bond Form	44
Required Documents Checklist	46
Contractor Affidavit and Oath of Successful Bidder	48
Attachment 1 Sample Contract for Construction	49
Attachment 2 Technical Specifications & Division 5 - Additional Required Documents	50
Attachment 3 Drawings	51

**ACKNOWLEDGEMENT OF BIDDER**

I \_\_\_\_\_ have had the opportunity to review and have reviewed this Bid Document Package dated \_\_\_\_\_, 20\_\_ in its entirety and I agree that it is accurate and complete. I \_\_\_\_\_ am duly and properly in office and I am fully authorized and empowered to execute this Acknowledgement for and on behalf of the Contractor.

By: \_\_\_\_\_ (SEAL)  
Signature

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Federal Tax I.D. Number

**ATTEST:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

**ADVERTISEMENT FOR BIDS**

**DEKALB COUNTY, GEORGIA**

**INVITATION NUMBER 24-101630**

Sealed Bids will be received by DeKalb County, Georgia, in the Department of Purchasing and Contracting, The Maloof Center, 2<sup>nd</sup> Floor, 1300 Commerce Drive, Decatur, Georgia 30030, until **3:00 p.m. on the 15<sup>th</sup> day of March, 2024**, at which time and place they will be publicly opened and read aloud, for furnishing all labor, materials, equipment, and all things necessary pursuant to Drawings, Specifications, conditions, etc., for **Airfield Lighting – LED Design At The DeKalb Peachtree (PDK) Airport** (“the Project”). Bidder’s Price Schedule Form shall be opened and read aloud at an estimated 3 to 5 business days after Bid Opening. Bids will be considered only from experienced and well-equipped contractors.

**SUBMIT ONE ORIGINAL BID PACKAGE (INCLUSIVE OF THE ENTIRE INVITATION TO BID DOCUMENT AND REQUIRED DOCUMENTS WITH THE EXCEPTION OF THE BID PRICE FORM) STAMPED “ORIGINAL” AND ONE (1) FLASH DRIVE CONTAINING TWO (2) IDENTICAL COPIES OF THE BID PACKAGE TO THE ADDRESS LISTED ABOVE.**

Contract Documents, Drawings, and Specifications for this Work are on file and may be obtained from:

**SAMPLE CONTRACT FOR CONSTRUCTION:**

<https://eFTP.mbakertnt.com/link/ESkNxOROZxUuaeDSsOX1Cu>

**TECHNICAL SPECIFICATIONS & DIVISION 5 - ADDITIONAL REQUIRED DOCUMENTS:**

<https://eFTP.mbakertnt.com/link/a2MxuI768Hc2jgVThSX5Za>

**DRAWINGS:**

<https://eFTP.mbakertnt.com/link/zVxO1Dh7gM4yqosLfxzp1a>

**\*\* BIDDER IS REQUIRED TO COMPLETE AND RETURN ALL REQUIRED DOCUMENTS, INCLUDING ADDITIONAL REQUIRED FORMS LOCATED AT THE END OF THE TECHNICAL SPECIFICATIONS. \*\***

**NON-MANDATORY PRE-BID CONFERENCE**

A Non-mandatory pre-bid conference and virtual site visit will be held at 11:00 a.m. est on Thursday, the 22<sup>nd</sup> day of February, 2024, via Zoom video conference: <https://dekalbcountga.zoom.us/>. Although it is non-mandatory, Bidders are encouraged to attend and participate. Only the bidder or its authorized representative or employee shall represent the bidder at the non-mandatory pre-bid meeting. For individual firms planning to bid as a yet to be formed joint venture, a representative from each firm is encouraged to attend. For information regarding the mandatory pre-bid conference, please contact Jovan Hooper, Senior Procurement Agent at [jhooper@dekalbcountyga.gov](mailto:jhooper@dekalbcountyga.gov).

**QUESTIONS**

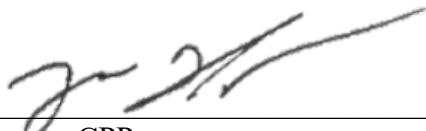
All questions concerning the Project and requests for interpretation of the solicitation may be asked and answered at the pre-bid conference; however, oral answers are not authoritative. Questions must be submitted to the Department of Purchasing and Contracting in writing via email to [jhooper@dekalbcountyga.gov](mailto:jhooper@dekalbcountyga.gov). Questions and requests for information, clarification concerning the specifications in this ITB or exceptions to the sample Contract for Construction must be submitted to the above listed contact person via email no later than the date and time listed in the bid timetable. Questions and requests for interpretation received after the above stated time or sent to anyone other than the listed contact person will not receive a response or be the subject of addenda.

No Bid may be revoked or withdrawn until sixty (60) days after the time set for opening the Bids.

**THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE INFORMALITIES IN BIDDING, AND TO READVERTISE.**

This 5<sup>th</sup> day of February 2024.

**DEKALB COUNTY, GEORGIA**

By:   
\_\_\_\_\_  
Jovan Hooper, CPP  
Senior Procurement Agent  
Department of Purchasing and Contracting

## **INSTRUCTIONS TO BIDDERS**

### **GENERAL**

Sealed Bids will be received by DeKalb County, Georgia, in the Department of Purchasing and Contracting, The Maloof Center, 2<sup>nd</sup> Floor, 1300 Commerce Drive, Decatur, Georgia 30030, until **3:00 p.m. on Friday the 15<sup>th</sup> day of March, 2024**, for **ITB No. 24-101630** according to the Drawings and Specifications entitled **Airfield Lighting – LED Design At The Dekalb Peachtree (PDK) Airport** at the Department of Purchasing and Contracting, The Maloof Center, 2<sup>nd</sup> Floor, 1300 Commerce Drive, Decatur, Georgia 30030. Bidder's Price Schedule Forms shall be opened and read aloud at an estimated 3 to 5 business days after Bid Opening Date. Sealed Bids shall be submitted on the form furnished by the County and shall be submitted in **triplicate**, designated as original or copy. **SUBMIT ONE ORIGINAL BID PACKAGE (INCLUSIVE OF THE ENTIRE INVITATION TO BID DOCUMENT AND REQUIRED DOCUMENTS WITH THE EXCEPTION OF THE BIDDER'S PRICE SCHEDULE FORM) STAMPED "ORIGINAL" AND ONE (1) FLASH DRIVE CONTAINING TWO (2) IDENTICAL COPIES OF THE BID PACKAGE TO THE ADDRESS LISTED ABOVE.**

Prior to beginning construction, the successful Bidder will file with the County a Performance Bond and a Payment Bond, each equal to 100% of the Contract Price, with the terms and surety to be approved by the County; and furnish satisfactory proof of carriage of the insurance required.

### **SUBMITTING BIDS**

Bids are to be submitted on the proper unaltered forms, and shall be addressed to the DeKalb County Department of Purchasing and Contracting, The Maloof Center, 2<sup>nd</sup> Floor, 1300 Commerce Drive, Decatur, Georgia 30030, sealed, dated and enclosed in an envelope or package appropriately marked on the outside with the name of the Bidder, the date and hour of opening, and the Invitation to Bid Number and Project Name.

**FAILURE TO SUBMIT THE BIDDER'S PRICE SCHEDULE FORM IN A SEPARATE SEALED ENVELOPE SHALL DEEM THE BID NON-RESPONSIVE. INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF ITS SEPARATE, SEALED ENVELOPE WILL RESULT IN BIDDER'S BID BEING DEEMED NON-RESPONSIVE.**

It is the responsibility of each Bidder to ensure that its submission is received by 3:00 p.m. on the bid due date. The time/date stamp clock located in the Department of Purchasing & Contracting shall serve as the official authority to determine lateness of any bid. The bid opening time shall be strictly observed. Be aware that visitors to our offices will go through a security screening process upon entering the building. Bidders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Bidders should plan their deliveries accordingly. Electronic bids will not be accepted.

### **PRICE SCHEDULE OPENING**

Price Schedule openings to be conducted by the Department of Purchasing and Contracting at an estimated three (3) to five (5) days after the bid opening. Only the Price Schedules of responsive bidders shall be opened. The County reserves the right to decide which bid(s) will be deemed responsive and said determination shall be made in accordance with the requirements stated in this solicitation.

### **BUSINESS LICENSE**

Bidders shall submit a copy of its current, valid business license with its Bid or upon award. If the Bidder is a Georgia corporation, Bidder shall submit a valid county or city business license. If Bidder is a joint venture, Bidder shall submit valid business licenses for each member of the joint venture. If the Bidder is not a Georgia corporation, Bidder shall submit a Certificate of Authority to transact business in the state of Georgia and a copy of its current, valid business license issued by its home jurisdiction. If Bidder holds a professional license, then Bidder shall submit a copy of the valid professional license. Failure to provide the business license, Certificate of Authority, or professional license required by this section, may result in the proposed Bid being deemed non-responsive.

### **UTILITY SYSTEMS CONTRACTOR'S LICENSE**

As required by O.C.G.A. § 43-14-8, *et seq.*, a Bidder responding to this Invitation to Bid must provide a copy of its or its subcontractor's Georgia Utility Systems Contractor's License, Utility Manager's Certificate, and Utility Foreman's Certificate with its Bid. All licenses and certificates must be issued in the name of the person or entity that will perform the utility work. If a subcontractor's Georgia Utility Systems Contractor's License is submitted with the Bid, the subcontractor must be listed as such on appropriate Bidder's Lump Sum Price Form Bidder's Unit Price Form. All licenses and certificates must be current, valid, and issued in compliance with applicable law. Failure to provide this license and necessary certificates in this format will result in the proposed Bid being deemed non-responsive.

### **GENERAL CONTRACTOR'S LICENSE NUMBER**

As required by O.C.G.A. § 43-41-6, *et seq.*, a Bidder responding to this Invitation to Bid must provide a copy of its Georgia General Contractor's License with its Bid. The Georgia General Contractor's License must be issued in the name of the Bidder or in the name of its qualifying agent. If a proposed Bidder is relying upon a qualifying agent's Georgia General Contractor's License, then the name of the proposed Bidder must be set forth on the license as an affiliated business organization/dependent licensee. All licenses must be current, valid, and issued in compliance with applicable law. Failure to provide this license with the Bid will result in the proposed Bid being deemed non-responsive.

### **QUESTIONS, ADDENDA AND INTERPRETATION**

All questions concerning the Project and requests for interpretation of the solicitation may be asked and answered at the pre-bid conference or virtual site visit; however, oral answers are not authoritative. Questions must be submitted to the Department of Purchasing and Contracting in writing via email to [jhooper@dekalbcountyga.gov](mailto:jhooper@dekalbcountyga.gov). Questions and requests for information or clarification concerning the specifications in this ITB must be submitted to the above listed contact person via email no later than the date and time listed in the bid timetable. Questions and requests for interpretation received after the above stated time or sent to anyone other than the listed contact person will not receive a response or be the subject of addenda. For questions and requests for interpretation after the pre-bid conference, each response shall be given in written addendum, separately numbered and dated, and published on the County website in sufficient time for interested parties to review. **No responses to requests, answers to specification questions, or additional information shall be supplied after "5:00 p.m. est, Thursday February 29, 2024."**

### **ACKNOWLEDGMENT OF ADDENDA**

Addenda may be issued in response to changes in the Invitation to Bid. Addenda must be acknowledged by signing and returning the Addendum Acknowledgement with the Bid. Acknowledgments must be received by the County before the Bid opening time and date. Failure to properly acknowledge any addendum may result in the proposed Bid being deemed non-responsive. Bidder may send an email to [jhooper@dekalbcountyga.gov](mailto:jhooper@dekalbcountyga.gov) to verify the number of addenda prior to submission. All addenda issued for this Project may be found on DeKalb County's website, [www.dekalbcountyga.gov/formalbids](http://www.dekalbcountyga.gov/formalbids).



### **AUTHORITY TO SIGN**

If a Bid is submitted by an individual, his/her name and mailing address must be shown. If submitted by a corporation, partnership, or joint venture, the name and physical mailing address of each member of the corporation, partnership, or joint venture must be shown. If submitted by a corporation, the Certificate of Corporate Bidder in the form attached to the Bid Document Package must be executed and submitted with the Bid. If submitted by a joint venture, the Certificate of Authority – Joint Venture in the form attached to the Bid Document Package must be executed and submitted with the Bid. A post office box is not acceptable as a physical mailing address. The legal and proper name of the proprietorship, corporation, or partnership submitting the Bid shall be printed or typed in the space provided on the Certificate of Corporate Bidder.

### **BID GUARANTEE TO ACCOMPANY BID**

Each Bid must be accompanied by a Bid Guarantee in an amount of not less than ten percent (10%) of the amount of the Bid. The Bid Guarantee may be in the form of an official bank check payable to DeKalb County, or a Bid Bond in the form provided in the Bid Document Package. The Bid Bond shall be issued by a surety company licensed to write bonds in the State of Georgia, listed in the most current U.S. Treasury Circular No. 570, and have a current A.M. Best rating of "A" (Excellent) with a Financial Size Category of XII or better.

### **VALID INSURANCE, BONDS, LICENSES, PERMITS, AND CERTIFICATES**

Bidder shall ensure that any bond, bid bond, payment bond, performance bond, insurance, license, permit or certificate submitted in response to this Invitation to Bid or as part of the Contract for this Project shall be current and valid when submitted, and shall remain valid, current and maintained in good standing for the Contract Term.

### **RIGHTS RESERVED**

The County reserves the right to reject any or all Bids, to waive informalities, and to re-advertise. The County reserves the right to decide which Bid will be deemed lowest, responsive and responsible. For consideration as a responsible Bidder, the proposed Bidder shall, among other qualifications, demonstrate in its Bid that it has been the general contractor engaged in construction and successful completion of facilities of similar character and magnitude for at least Five (5) years, and shall demonstrate the financial ability to perform the required Work. Bidder may be required to submit evidence setting forth qualifications which entitle him to consideration as a responsible Bidder. A list of

work of similar character successfully completed within the last five (5) years may be required as set forth in the Invitation to Bid giving the location and size of each project. Bidder shall complete the Reference and Release Form attached to the Bidder Document Package. In addition, the Bidder shall submit upon request by the County, a list of equipment available for use on this Work with its Bid. Any additions, conditions, limitations, or provisions attached to the Bid shall render it informal, and will be cause for rejection as non-responsive. No Bid may be revoked or withdrawn until sixty (60) days after the time set for opening the Bids.

### **AWARD OF CONTRACT**

The Contract, if awarded, will be awarded to that responsible Bidder whose responsive Bid will be most advantageous to the County, price and other factors considered. The County is entitled to make the determination in its sole discretion. The Contract between the County and the Contractor shall be executed in the form attached to the Bid Document Package, *Attachment 1: Sample Contract for Construction* and shall form a binding contract between the contracting parties. A Performance Bond and a Payment Bond, each equal to 100% of the Contract Price, must be provided by the successful Bidder, issued in proper form by a surety company licensed to write bonds in the State of Georgia, listed in the most current U.S. Treasury Circular No. 570, and which has a current A.M. Best rating of "A" (Excellent) with a Financial Size Category of XII or better. Bonds given shall meet the requirements of the law of the State of Georgia including, but not limited to, O.C.G.A. §13-10-1 and §36-91-21 *et seq.*

### **FAILURE TO EXECUTE CONTRACT**

The County shall have sixty (60) days after the time set for openings of Bids to notify a Bidder of the County's acceptance of the Bid and its intent to award the Contract to such Bidder. If the County so notifies a Bidder and the Bidder fails to enter into the Contract in the form attached to the Bid Document Package, *Attachment 1: Sample Contract for Construction* within ten (10) days of receiving such notice, or fails within that time to provide the required Payment and Performance Bonds and proof of required insurance, the amount of the Bid Bond or other Bid Guarantee shall be paid over to the County as liquidated damages. The acceptance of the payment of the Bid Bond shall not operate to bar any claim the County might otherwise have against the Bidder, and the County shall be authorized to pursue any claim against the Bidder for failure to consummate the Contract as may be authorized by law.

## **TIME AND LIQUIDATED DAMAGES**

The Contract Time begins within ten (10) days from the date the Contractor acknowledges receipt of the Notice to Proceed, by signing and inserting the acknowledgement date on the Notice to Proceed. Contractor shall fully complete the Work within **Ninety (90) Calendar Days**. For failure to complete the Work within this period, the Contractor shall pay the County liquidated damages in the amount of **One Thousand Dollars and Zero Cents (\$1,000.00)** for each day in excess of the Contract Time unless an extension of the Contract Time has been obtained by Change Order, as defined in the Contract, prior to the expiration of the Contract Term as defined in the Contract.

## **LOCATIONS AND SITE**

The site of the proposed Work is at the stated location(s) within DeKalb County, Georgia. By submitting a Bid, the Bidder accepts the site in its present condition and agrees, if awarded the Contract, to carry out all Work in accordance with the requirements of the Contract, the Specifications and as shown on the Drawings. The Bidder shall, before submitting a Bid, attend the non-mandatory virtual site visit of the site and acquaint itself with the actual conditions and the location of any or all obstructions that may exist on the site. The documents comprising the Contract contain the provisions required for the completion of the Work to be performed pursuant to this Contract. Information obtained from an officer, agent, or employee of the County, or any other person shall not affect the risks or obligations assumed by the Contractor or relieve it from fulfilling any of the conditions of the Contract. Each Bidder, prior to submitting his Bid, is responsible for reading and being thoroughly familiar with all of the documents comprising the Contract, Bid Document Package, the Specifications and as shown on the Drawings. The failure or omission of any Bidder to so familiarize itself shall in no way relieve any Bidder from any obligation in respect to his Bid. The Contractor shall inspect all easements and rights-of-way to insure that the County has obtained all land and rights-of-way necessary for completion of the Work to be performed pursuant to the Contract. The Contractor shall comply with all stipulations contained in easements acquired by the County. If applicable to the Work, all easements and rights-of-way documents are available for inspection in the office of the Airport Director, DeKalb Peachtree Airport, 2000 Airport Road, 212 Administration Building, Atlanta, Georgia 30341. The Contractor shall not be entitled to damages and agrees not to make any claim against the County, its officials or employees for the failure to obtain necessary interests in land for this Project. The Contractor shall accurately locate above-ground and below-ground utilities and structures which may be affected by the Work using whatever means may be appropriate.

### **DEKALB FIRST ORDINANCE**

It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts. The current DeKalb County List of Certified Vendors may be found on the County website at: <http://www.dekalbcountyga.gov/purchasing/pdf/supplierList.pdf>

**DBE Requirements will supersede the DeKalb First LSBE requirements for this project; therefore, LSBE Ordinance is not applicable.**

### **DBE REQUIREMENTS**

DBE Requirements will supersede the DeKalb First LSBE requirements for this project. **The DBE goal for this project is 10.45%.** Bidder is required to complete and return all required documents, including "*Attachment 2 – Additional Required Forms (Division 5)*" located at the end of the Technical Specifications.

### **FEDERAL WORK AUTHORIZATION PROGRAM PARTICIPATION**

All qualifying Contractors and Subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Bid to be considered, it is mandatory that the Bidder's Affidavit of Compliance with O.C.G.A. §13-10-91 included as page 35 be completed and submitted with the Bid.

### **GEORGIA OPEN RECORDS ACT**

Without regard to any designation made by the person or entity making a submission, DeKalb County considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

### **FIRST SOURCE JOBS ORDINANCE**

The DeKalb County First Source Jobs Ordinance requires contractors or beneficiaries entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant

services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more make a good faith effort to hire DeKalb County residents for at least 50% of jobs using the First Source Registry (candidate database). The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. Please complete the First Source Jobs Ordinance Acknowledgement and New Employee Tracking Form included in the First Source Jobs Ordinance and submit with the responder's proposal.

For more information on the First Source Jobs Ordinance requirement, please contact WorkSource DeKalb at [www.worksourcedekalb.org](http://www.worksourcedekalb.org) or 404-687-3400.

### **ETHICS RULES**

Bidders are subject to the Ethics provision within the DeKalb County Purchasing Policy; the Organizational Act, Section 22A, the Code of DeKalb County; and the rules of Executive Order 2014-4. Any violations will be addressed, pursuant to these policies and rules.

To the extent that the Organizational Act, Section 22A, the Code of DeKalb County, and the rules of Executive Order 2014-4 allow a gift, meal, travel expense, ticket, or anything else of value to be purchased for a CEO employee by a contractor doing business with the County, the contractor must provide written disclosure, quarterly, of the exact nature and value of the purchase to the Chief Integrity Officer, if created, or the Finance Director or his/her designee. Every contractor conducting business with the County will receive a copy of these ethical rules at the time of execution of the contract.

### **RIGHTS RESERVED - AWARDS**

The intent of this bid is to make an all-award; however, the County reserves the right to make one (1) award, or multiple awards. The County may accept any item or group of items on any bid, whichever is in the best interest of DeKalb County.

## **STANDARD COUNTY CONTRACT**

*Attachment 1: Sample Contract for Construction*, is the County's standard contract document, which specifically outlines the contractual responsibilities. All bidders should thoroughly review the document prior to submitting a bid. Any proposed revisions to the terms or language of this document must be submitted in writing during the Questions and Answers period, or with the bidder's bid. Since proposed revisions may result in a bid being rejected if the revisions are unacceptable to the County, bidders should review any proposed revisions with an officer of the firm having authority to execute the contract. **No alterations can be made to the contract after award by the Board of Commissioners.**

## BIDDER'S PRICE SCHEDULE

**\*\*\*PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD, INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF THE SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED NON-RESPONSIVE \*\*\***

**TO:** The Governing Authority of DeKalb County, Georgia

The undersigned, as Bidder, declares that he has carefully examined ITB No. 24-101630, (Airfield Lighting – LED Design at the DeKalb Peachtree (PDK) Airport), an annexed proposed form of Contract, the Specifications therein contained, and the Drawings therein referred to, and that he proposes and agrees that if his Bid is accepted, to provide the necessary machinery, tools, apparatus, and other means of construction, and will furnish all materials and labor specified in the Contract, or called for by the Drawings, or necessary to complete the Work in the manner therein specified within the time specified, as therein set forth for the unit prices on the form following this page. If the Bidder's Unit Price exceeds one page in length it should be completed in an excel format, typewritten, printed out and attached hereto. Handwritten Unit Prices exceeding one page in length may not be accepted and may result in the proposed Bid being deemed non-responsive.

**UNIT PRICE SCHEDULE**

**\*\*\*PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD, INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF THE SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED NON-RESPONSIVE \*\*\***

**BASE BID - Runways**

ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	UNIT NO.	UNIT PRICE	TOTAL PRICE
1	C-100-1	CONTRACTOR QUALITY CONTROL PROGRAM (CQCP)	L. SUM	1	\$	\$
2	C-105-1	MOBILIZATION	L. SUM	1	\$	\$
3	C-105-2	ENGINEER'S FIELD COMPLEX	L. SUM	1	\$	\$
4	GDOT-163-1	CONSTRUCT, MAINTAIN, AND REMOVE CONSTRUCTION EXIT/CONCRETE WASHOUT	EACH	3	\$	\$
5	L108-5.1	NO. 8 AWG, 5 KV, L-824, TYPE C CABLE, INSTALLED IN TRENCH, DUCT BANK OR CONDUIT	LIN. FT.	57,700	\$	\$
6	L109-7.1	INSTALLATION OF AIRFIELD LIGHTING VAULT EQUIPMENT, IN PLACE	L. SUM	1	\$	\$
7	L109-7.2	REMOVAL OF AIRFIELD LIGHTING VAULT EQUIPMENT, COMPLETE	L. SUM	1	\$	\$



**\*\*\*PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD, INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF THE SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED NON-RESPONSIVE \*\*\***

ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	UNIT NO.	UNIT PRICE	TOTAL PRICE
8	L125-5.4	L-861 (L), LED MEDIUM INTENSITY RUNWAY EDGE LIGHT ON EXISTING L-867B BASE IN TURF WITH NEW ISOLATION TRANSFORMER, NEW COVER PLATE, NEW GASKET, NEW STAINLESS-STEEL BOLTS, NEW MOUNTING COLUMN AND NEW FRANGIBLE COUPLING, COMPLETE IN PLACE	EACH	56	\$	\$
9	L125-5.5	L-861E(L), LED MEDIUM INTENSITY RUNWAY THRESHOLD LIGHT ON EXISTING L-867B BASE IN TURF WITH NEW ISOLATION TRANSFORMER, NEW COVER PLATE, NEW GASKET, NEW STAINLESS-STEEL BOLTS, NEW MOUNTING COLUMN AND NEW FRANGIBLE COUPLING, COMPLETE IN PLACE	EACH	24	\$	\$
10	L125-5.6	L-852D, LED IN-PAVEMENT TAXIWAY CENTERLINE LIGHT USED AS IN-PAVEMENT MEDIUM INTENSITY RUNWAY EDGE LIGHT ON EXISTING L-868B BASE IN PAVEMENT, WITH NEW ISOLATION TRANSFORMER, NEW GASKET, NEW STAINLESS-STEEL BOLTS AND NEW TWO-PIECE LOCK WASHERS, COMPLETE IN PLACE	EACH	1	\$	\$
11	L125-5.7	L-862(L), LED HIGH INTENSITY RUNWAY EDGE LIGHT ON EXISTING L-867B BASE IN TURF WITH NEW ISOLATION TRANSFORMER, NEW COVER PLATE, NEW GASKET, NEW STAINLESS-STEEL BOLTS, NEW MOUNTING COLUMN AND NEW FRANGIBLE COUPLING, COMPLETE IN PLACE	EACH	54	\$	\$

**\*\*\*PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD, INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF THE SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED NON-RESPONSIVE \*\*\***

ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	UNIT NO.	UNIT PRICE	TOTAL PRICE
12	L125-5.8	L-862E(L), LED HIGH INTENSITY RUNWAY THRESHOLD LIGHT ON EXISTING L-867B BASE IN TURF WITH NEW ISOLATION TRANSFORMER, NEW COVER PLATE, NEW GASKET, NEW STAINLESS-STEEL BOLTS, NEW MOUNTING COLUMN AND NEW FRANGIBLE COUPLING, COMPLETE IN PLACE	EACH	16	\$	\$
13	L125-5.9	L-850C(L), IN-PAVEMENT LED HIGH INTENSITY RUNWAY EDGE LIGHT ON EXISTING L-868B BASE IN PAVEMENT, WITH NEW ISOLATION TRANSFORMER, NEW GASKET, NEW STAINLESS-STEEL BOLTS AND NEW TWO-PIECE LOCK WASHERS, COMPLETE IN PLACE	EACH	6	\$	\$
14	L125-5.10	L-850D(L), IN-PAVEMENT LED HIGH INTENSITY RUNWAY THRESHOLD LIGHT ON EXISTING L-868B BASE IN PAVEMENT, WITH NEW ISOLATION TRANSFORMER, NEW GASKET, NEW STAINLESS-STEEL BOLTS AND NEW TWO-PIECE LOCK WASHERS, COMPLETE IN PLACE	EACH	7	\$	\$
15	L125-5.11	L-850D(L), IN-PAVEMENT LED HIGH INTENSITY RUNWAY THRESHOLD LIGHT ON NEW L-868B BASE IN PAVEMENT, WITH ISOLATION TRANSFORMER, GASKET, FLANGE RING, SPACERS, SEALANT, STAINLESS STEEL BOLTS AND TWO-PIECE LOCK WASHERS, CONCRETE PAD, COMPLETE IN PLACE	EACH	1	\$	\$
16	L125-5.12	EXISTING L-858(L) LED SIGN, SIZE 1, 1 MODULE, NEW ISOLATION TRANSFORMER INSTALLED AND CONNECTED COMPLETE	EACH	2	\$	\$

**\*\*\*PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD, INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF THE SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED NON-RESPONSIVE \*\*\***

ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	UNIT NO.	UNIT PRICE	TOTAL PRICE
17	L125-5.13	EXISTING L-858(L) LED SIGN, SIZE 1, 2-4 MODULES, NEW ISOLATION TRANSFORMER INSTALLED AND CONNECTED COMPLETE	EACH	38	\$	\$
18	L125-5.14	REMOVE EXISTING QUARTZ ELEVATED RUNWAY LIGHT AND ISOLATION TRANSFORMER, L-867B BASE MOUNTED IN TURF. BASE REMAINS IN PLACE	EACH	158	\$	\$
19	L125-5.15	REMOVE EXISTING QUARTZ IN-PAVEMENT RUNWAY LIGHT AND ISOLATION TRANSFORMER, L-868B BASE MOUNTED IN PAVEMENT. BASE REMAINS IN PLACE	EACH	14	\$	\$
20	L125-5.18	REMOVE EXISTING QUARTZ ELEVATED RUNWAY LIGHT, ISOLATION TRANSFORMER AND L-867B BASE MOUNTED IN TURF	EACH	1	\$	\$
21	L125-5.19	REMOVE EXISTING L-858, SIZE 1, GUIDANCE SIGN MOUNTED ON CONCRETE PAD	EACH	2	\$	\$
22	L125-5.20	ADJUST TO GRADE L-867B LIGHT BASE IN TURF, NEW MEDIUM INTENSITY L-861(L) LED RUNWAY EDGE LIGHT WITH NEW ISOLATION TRANSFORMER, NEW COVER PLATE, NEW GASKET, NEW STAINLESS-STEEL BOLTS, NEW MOUNTING COLUMN AND NEW FRANGIBLE COUPLING, COMPLETE IN PLACE	EACH	10	\$	\$

**\*\*\*PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD, INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF THE SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED NON-RESPONSIVE \*\*\***

ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	UNIT NO.	UNIT PRICE	TOTAL PRICE
23	L125-5.21	RELOCATE L-867B LIGHT BASE, NEW MEDIUM INTENSITY L-861E(L) LED RUNWAY THRESHOLD LIGHT WITH NEW ISOLATION TRANSFORMER NEW COVER PLATE, NEW GASKET, NEW STAINLESS-STEEL BOLTS, NEW MOUNTING COLUMN AND NEW FRANGIBLE COUPLING, COMPLETE IN PLACE	EACH	16	\$	\$
24	L125-5.23	RELOCATE L-867B LIGHT BASE, UTILIZE EXISTING MEDIUM INTENSITY L-861T QUARTZ TAXIWAY LIGHT, COMPLETE IN PLACE	EACH	1		
<b>TOTAL BASE BID – Runways:</b>					<b>\$</b>	

**ADDITIVE BID - Taxiways**

ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	UNIT NO.	UNIT PRICE	TOTAL PRICE
1	C-100-1	CONTRACTOR QUALITY CONTROL PROGRAM (CQCP)	L. SUM	1	\$	\$
2	L108-5.1	NO. 8 AWG, 5 KV, L-824, TYPE C CABLE, INSTALLED IN TRENCH, DUCT BANK OR CONDUIT	LIN. FT.	90,400	\$	\$
3	L109-7.1	INSTALLATION OF AIRFIELD LIGHTING VAULT EQUIPMENT, IN PLACE	L. SUM	1	\$	\$
4	L109-7.2	REMOVAL OF AIRFIELD LIGHTING VAULT EQUIPMENT, COMPLETE	L. SUM	1	\$	\$

**\*\*\*PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD, INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF THE SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED NON-RESPONSIVE \*\*\***

ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	UNIT NO.	UNIT PRICE	TOTAL PRICE
5	L125-5.1	L-861T(L), LED MEDIUM INTENSITY TAXIWAY EDGE LIGHT ON EXISTING L-867B BASE IN TURF WITH NEW ISOLATION TRANSFORMER, NEW COVER PLATE, NEW GASKET, NEW STAINLESS-STEEL BOLTS, NEW MOUNTING COLUMN AND NEW FRANGIBLE COUPLING, COMPLETE IN PLACE	EACH	491	\$	\$
6	L125-5.2	L-852(L), IN-PAVEMENT LED TAXIWAY CENTERLINE LIGHT ON EXISTING L-868B BASE IN PAVEMENT, WITH NEW ISOLATION TRANSFORMER, NEW GASKET, NEW STAINLESS-STEEL BOLTS AND NEW TWO-PIECE LOCK WASHERS, COMPLETE IN PLACE	EACH	47	\$	\$
7	L125-5.3	L-852T(L), IN-PAVEMENT LED TAXIWAY EDGE LIGHT ON EXISTING L-868B BASE IN PAVEMENT, WITH NEW ISOLATION TRANSFORMER, NEW GASKET, NEW STAINLESS-STEEL BOLTS, AND NEW TWO-PIECE LOCK WASHERS, COMPLETE IN PLACE	EACH	2	\$	\$
8	L125-5.12	EXISTING L-858(L) LED SIGN, SIZE 1, 1 MODULE, NEW ISOLATION TRANSFORMER INSTALLED AND CONNECTED COMPLETE	EACH	37	\$	\$

**\*\*\*PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD, INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF THE SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED NON-RESPONSIVE \*\*\***

ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	UNIT NO.	UNIT PRICE	TOTAL PRICE
9	L125-5.13	EXISTING L-858(L) LED SIGN, SIZE 1, 2-4 MODULES, NEW ISOLATION TRANSFORMER INSTALLED AND CONNECTED COMPLETE	EACH	40	\$	\$
10	L125-5.16	REMOVE EXISTING QUARTZ ELEVATED TAXIWAY LIGHT AND ISOLATION TRANSFORMER, L-867B BASE MOUNTED IN TURF. BASE REMAINS IN PLACE	EACH	491	\$	\$
11	L125-5.17	REMOVE EXISTING QUARTZ IN-PAVEMENT TAXIWAY LIGHT AND ISOLATION TRANSFORMER, L-868B BASE MOUNTED IN PAVEMENT. BASE REMAINS IN PLACE	EACH	49	\$	\$
12	L125-5.19	REMOVE EXISTING L-858, SIZE 1, GUIDANCE SIGN MOUNTED ON CONCRETE PAD	EACH	2	\$	\$
13	L125-5.22	RELOCATE L-867B LIGHT BASE, NEW MEDIUM INTENSITY L-861T(L) LED TAXIWAY LIGHT WITH NEW ISOLATION TRANSFORMER, NEW COVER PLATE, NEW GASKET, NEW STAINLESS-STEEL BOLTS, NEW MOUNTING COLUMN AND NEW FRANGIBLE COUPLING, COMPLETE IN PLACE	EACH	1	\$	\$
<b>TOTAL ADDITIVE BID – Taxiways:</b>					\$	

**\* INCLUDE ESTIMATED QUANTITIES AND TOTALS WHERE APPLICABLE.**



## **CHAPTER 7: FIRST SOURCE ORDINANCE**

# **CHAPTER 07**



### ***First Source***

The First Source Ordinance is a public regulation which requires contractors and beneficiaries of eligible DeKalb County projects to make a good faith effort to hire fifty (50) percent of all jobs using the First Source Registry. Beneficiaries are immediate recipients of county grants or community development block funds administered by the county of at least \$50,000. Contractors include an individual or entity entering into any type of agreement with the county, funded in whole or in part with county funds. WorkSource DeKalb (WSD) maintains the First Source Registry, comprised of qualified and trained DeKalb County residents. Business Solutions Unit (BSU) is available to assist the employer with selecting the most qualified candidate by using the First Source Registry to meet the company’s hiring needs. WSD manages the First Source program through the Business Solutions Unit by assigning a specific BSU Specialist. The First Source process is conducted similarly to the BSU business service request process. The BSU Specialist works closely with employers using TALEO and BSU processes to ensure the hiring needs of the employers are met **(e.g. See Appendix 1)**.

### ***Appendix – 1-Forms and Letters***

***A. First Source Ordinance Fact Sheet***

(front and back of document, 2 pages total)

***B. First Source Recruitment and Monitoring Process***

***C. First Source Ordinance Municipal Code***

***D. First Source Acknowledgement Form***

***E. New Employee Tracking Form***

***F. Business Service Request Form***

***G. Employment Roster***





## **A. First Source Ordinance Fact Sheet**

The First Source Ordinance is a public regulation that requires contractors and beneficiaries to make a good faith effort to hire fifty (50) percent of all jobs using the First Source Registry (candidate database).

WSD has a First Source Registry of qualified and trained DeKalb County residents. WSD can assist you with choosing the right candidate using the First Source Registry of qualified and trained DeKalb County residents. WSD can also assist you with choosing the right candidate using the First Source Registry to meet your company's human capital needs.

### **SUMMARY OF SERVICES**

- Pre-screened applicants
- Advertise and administer recruitments, job fairs and more
- Market positions and recruit strong candidates
- Provide computer access to current and future employees to assist with application process and/or testing
- Provide supportive services for new hires.

### **WHO QUALIFIES?**

- Recipients of county grants and contracts of \$50,000 or more with DeKalb County for purchase orders, construction projects, professional or consulting services.

### **What is the First Source Ordinance?**

The First Source Ordinance is a public regulation that calls for contractors and beneficiaries of DeKalb County to hire DeKalb County residents for at least fifty (50) percent of all jobs using the First Source Registry.

### **Who is considered a Contractor?**

An individual or entity entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction, professional or consultant services, which is funded in whole or part with County funds or County-administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures.

### **Who is considered a Beneficiary?**

A beneficiary is an immediate recipient of grants or community development block funds administered by the County. The term shall only apply to those entities benefiting from such County funds or administered funds in the amount of \$50,000 or more.



## **What is the First Source Registry?**

The First Source Registry is a candidate database, maintained by WSD, of employable persons who are residents of the County to be called upon as a source to fill jobs created or maintained as a direct or indirect result of public funding.

## **What are the benefits of the First Source Ordinance?**

- All applicants are pre-screened to ensure that only qualified candidates are referred for interviewing;
- Assist with finding appropriate space for orientations, recruitments, job fairs, and more as needed and appropriate;
- Advertise and administer recruitment events and job fairs;
- Provide job seeker services and computer access to both current and future employees who need assistance with applications, testing, etc.;
- Access to qualified and trained applicant pool

**For more information contact our office using 404.687.3400. Visit our website at [www.worksourcedekalb.org](http://www.worksourcedekalb.org).**

### ***B. First Source Recruitment and Monitoring Process***

#### **Purchasing and Contracting Responsibilities:**

- 1) Procurement Agent shall notify WSD to attend all First Source applicable pre-solicitation, pre-bid/proposal, and Notice to Proceed (NTP) meetings.
- 2) Procurement Agent to submit to WSD, First Source form information provided with vendor bid and proposal submissions regarding number of anticipated jobs and titles. First Source form information to be provided during in-house award routing process for awards of \$50,000 or more.
- 3) Procurement Agent to include current First Source Ordinance requirements language and First Source form information in all applicable solicitations as well as First Source provision in each applicable contract.
- 4) Procurement Agent to provide to WSD a copy of the attendance sheet completed by those in attendance at the pre-solicitation and NTP meetings. Pre-bid/proposal meeting attendance sheets are posted and available for WSD on the Purchasing and Contracting website under the applicable project.
- 5) Upon WSD determining a vendor First Source Ordinance compliance issue, WSD shall submit a vendor performance rating form to Purchasing and Contracting indicating such



a compliance issue. Purchasing and Contracting will handle the submitted vendor performance rating form in accordance with its vendor management procedures and processes.

- 6) Purchasing and Contracting will assist WSD in their efforts to enforce the First Source Ordinance.

### **WorkSource DeKalb Responsibilities**

- 1) Prior to attending the NTP meeting, First Source Representative will make contact with Purchasing and Contracting or Contract Compliance Officer/Contract Administrator to identify number of anticipated jobs and titles indicated in the successful proposal submitted by the contractor.
- 2) First Source Representative will outline the provisions of the ordinance and the responsibility of the contractors and WSD in administering the ordinance.
- 3) First Source Representative will exchange business cards or contact information virtually with all contractors in attendance and may schedule an on-site visit, if necessary.
- 4) First Source Representative will inquire whether the contractors have any current job openings. If yes, First Source Representative will request the Contractor to complete the First Source Business Service Request Form and submit to First Source Representative.
- 5) First Source Representative will enter the NTP meeting information and contact information from the contractor(s) into the First Source Tracking Report and Taleo Database for monthly tracking.
- 6) The “Good Faith Effort” stipulation in the Ordinance will have been addressed once contractors confirm staffing needs. Contractors with staffing needs must communicate with WSD Business Specialist to post the positions and secure candidates in order to satisfy this stipulation. If there are no staffing needs, then the requirement has been successfully satisfied.
- 7) First Source Representative will record the responses on the First Source Tracking Report, maintained by WSD to identify any staffing opportunities from the contractor(s).
- 8) Upon receipt of a Business Service Request Form from the contractors or sub-contractors, First Source Representative will query the First Source Registry to identify and advise contractor of all suitable applicants for possible interviews.
- 9) Upon the placement of applicant(s), WSD will record the number and type of positions filled by each contractor on the First Source Tracking Report.



### ***C. First Source Ordinance Municipal Code***

#### **ARTICLE VIII. - FIRST SOURCE JOBS [11]**

Sec. 2-231. - Title.

Sec. 2-232. - Purpose and intent.

Sec. 2-233. - Definitions.

Sec. 2-234. - Duties of purchasing and contracting department.

Sec. 2-235. - Duties of workforce development department.

Sec. 2-236. - First source requirements.

Sec. 2-237. - Disclaimer.

#### **Sec. 2-231. - Title.**

This article shall be known as the first source program.

*(Ord. No. 06-16, Pt. I, 9-12-06; Ord. No. 11-13, Pt. I, 8-23-11)*

#### **Sec. 2-232. - Purpose and intent.**

The purpose of this article is to create the first source program, which requires beneficiaries and contractors of eligible projects to use the first source job register to fill jobs created as a direct result of public funding.

*(Ord. No. 06-16, Pt. I, 9-12-06; Ord. No. 11-13, 8-23-11)*

#### **Sec. 2-233. - Definitions.**

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

- a. ***Agreement*** means any type of agreement with the county, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction, or professional or consultant services.
- b. ***Beneficiary*** means the immediate recipient of grants or community development block funds administered by the county. The term shall only apply to those entities benefiting from funds in the amount of fifty thousand dollars (\$50,000.00) or more, where permissible under the terms of the grants or community development block funds.



- c. **Contractor** means an individual or entity entering into any type of agreement with the county, funded in whole or part with county funds, which specifies the contractor is to receive fifty thousand dollars (\$50,000.00) or more.
- d. **Eligible project** means any project funded in whole or in part with county funds.
- e. **First source job listing** means the listing of all available jobs that have been created by eligible projects.
- f. **First source register** means the database of employable DeKalb County residents.
- g. **Good faith effort** means the efforts undertaken by a beneficiary or contractor to fill jobs created by an eligible project with individuals from the first source register.  
(Ord. No. 06-16, Pt. I, 9-12-06; Ord. No. 11-13, Pt. I, 8-13-11)

**Sec. 2-234. - Duties of purchasing and contracting department.**

**In administering the first source program, the director of purchasing and contracting or designee shall have the power to:**

- a) Notify any contractor or beneficiary in writing, including specific reasons, who has not complied with this article;
- b) Provide any contractor or beneficiary who has not complied with this article with a reasonable time to cure;
- c) Determine whether noncompliance amounts to a breach of contract;
- d) Provide written determinations of noncompliance to the appropriate officials, stating the specific nature of noncompliance; and
- e) Incorporate a provision regarding this article into every agreement.

*(Ord. No. 06-16, Pt. I, 9-12-06; Ord. No. 11-13, Pt. I, 8-23-11)*

**Sec. 2-235. - Duties of workforce development department.**

**In administering the first source program, the workforce development department director or designee shall do the following:**

- a) Manage the first source program;
- b) Create written operating procedures to effectuate the provisions of this article;
- c) Compile and maintain a database of citizens of the county that will serve as the first source register;



- d) Create and provide all necessary forms, applications, documents and papers necessary to comply with this article;
- e) Create a methodology to determine what jobs will be created by an eligible project;
- f) Compile and maintain a listing of available jobs created by eligible projects that will serve as the first source job listing;
- g) Notify the director of purchasing and contracting or designee of any contractor or beneficiary who has not complied with the requirements of this article; and
- h) Annually review and report to the chief executive officer or designee to determine the need for this article's continued implementation.

*(Ord. No. 06-16, Pt. I, 9-12-06; Ord. No. 11-13, Pt. I, 8-23-11)*

**Sec. 2-236. - First source requirements.**

- (a) The county shall require every beneficiary or contractor for every eligible project to do the following:
  - (1) Advertise each job created by an eligible project on the first source job listing;
  - (2) Make a good faith effort to fill fifty (50) percent of the jobs created by the eligible project with individuals from the first source register within one hundred twenty (120) days of executing any agreement with the county;
  - (3) Agree that each beneficiary and contractor who does not make a good faith effort to reach the fifty (50) percent goal set forth in this article may be deemed ineligible to qualify for any future project;
  - (4) Allow open inspection of payroll records; and
  - (5) Agree to work with the workforce development department to comply with the spirit of this article.
  
- (b) All solicitations and agreements from eligible projects shall include a provision referencing the requirements of this article.
  
- (c) Each contractor and beneficiary working under an eligible project shall ensure that the first source program will be binding upon each subcontractor, sub-lessee or other ultimate recipient of the county funds.



*(Ord. No. 06-16, Pt. I, 9-12-06; Ord. No. 11-13, Pt. I, 8-23-11)*

**Sec. 2-237. - Disclaimer.**

By enacting this article the county is assuming an undertaking only to promote the general welfare of its citizens. By this enactment, the county, its officers, agents, or its employees are not to be considered joint employers with a contractor or beneficiary. The county, its officers, agents and employees shall not be liable to any person, including but not limited to contractors, beneficiaries, and persons whose names appear on the First Source job register, who claim that the enactment, enforcement or violation of this article caused injury or loss of any kind. This article is not intended to and does not require a contractor or beneficiary to hire a particular individual who does not satisfy the minimum qualifications or other requirements of the job as set forth by the beneficiary or the contractor. This article does not give the county, its officers agents or employees any right to control or determine any of the terms or conditions of employment of a First Source register candidate hired by a beneficiary or contractor.

*(Ord. No. 06-16, Pt. I, 9-12-06)*



**D. FIRST SOURCE ACKNOWLEDGEMENT FORM**

**First Source Jobs Ordinance Acknowledgement**

The DeKalb County First Source Ordinance requires contractors or beneficiaries of eligible projects entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more to make a good faith effort to hire DeKalb County residents for at least 50% of jobs created using the First Source Registry (candidate database) within one hundred twenty (120) days of contract execution. The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. All contractors will be asked to submit an Employment Roster and/or copies of active payroll registers on a monthly basis to verify compliance. The undersigned acknowledges and agrees to comply with the provisions of the DeKalb County First Source Jobs Ordinance.

**CONTRACTOR OR BENEFICIARY INFORMATION:**

\_\_\_\_\_  
Contractor or Beneficiary Name (Signature)

\_\_\_\_\_  
Contractor or Beneficiary Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name of Business

Please answer the following questions:

1. How many job openings do you anticipate filling related to this contract? \_\_\_\_\_
2. How many incumbents/existing employees will retain jobs due to this contract?  
DeKalb Residents: \_\_\_\_\_ Non-DeKalb Residents: \_\_\_\_\_
3. How many work hours per week constitutes Full Time employment? \_\_\_\_\_

**Please return this form to WorkSource DeKalb, (404)687-3900 or email to WSDBusiness@dekalbcountyga.gov**







**F. BUSINESS SERVICE REQUEST FORM**

Please complete this form for each position that you have available.

**DATE:**

**FEDERAL TAX ID:**

**COMPANY NAME:**

**WEBSITE:**

**ADDRESS:**

**(WORKSITE ADDRESS IF DIFFERENT):**

**CONTACT NAME:**

**TITLE:**

**CONTACT E-MAIL ADDRESS:**

**CONTACT PHONE:**

**Are you a private employment agency or staffing agency?**    YES                       NO

**JOB DESCRIPTION:** *(Please include a copy of the Job Description)*

**POSITION TITLE:** \_\_\_\_\_

**NUMBER OF POSITIONS AVAILABLE:** \_\_\_\_\_ **TARGET START DATE:** \_\_\_\_\_

**WEEKLY WORK HOURS:**    20-30 hours             30-40 hours             Other  \_\_\_\_\_

**SALARY RATE (OR RANGE):** \_\_\_\_\_ **SPECIFIC WORK SCHEDULE:** \_\_\_\_\_

**PERM**             **TEMP**             **TEMP-TO-PERM**             **SEASONAL**

**PUBLIC TRANSPORTATION ACCESSIBILITY:**    YES             NO

**SCREENINGS ARE REQUIRED:** YES     NO             **SELECT ALL THAT APPLY:**

CREDIT CHECK     DRUG     MVR     BACKGROUND     OTHER \_\_\_\_\_

**HOW TO APPLY:**

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

**Please return form to:**            WSDBusiness@dekalbcountyga.gov

<b>DO NOT WRITE BELOW THIS LINE - TO BE COMPLETED BY WORKSOURCE DEKALB ONLY</b>	
<b>TYPE:</b> <input type="checkbox"/> First Source <input type="checkbox"/> Direct Hire <input type="checkbox"/> Work Experience (WEX)	<b>SYSTEM ENTRY DATE:</b>
_____	_____
<b>ASSIGNED TO:</b> _____	<b>DATE:</b> _____



**CERTIFICATE OF CORPORATE BIDDER**

I, \_\_\_\_\_ (*insert name of the Corporate Secretary*), certify that I am Secretary of the corporation named as Bidder herein, same being organized and incorporated to do business under the laws of the State of \_\_\_\_\_; that \_\_\_\_\_ (*insert name of individual signing the Bid*) who executed this Bid on behalf of the Bidder was, then and there, \_\_\_\_\_ (*insert title of individuals signing the Bid*) and that said Bid was duly signed by said officer for and on behalf of said corporation, pursuant to the authority of its governing body and within the scope of its corporate powers.

I further certify that the names and addresses of the owners of all outstanding stock of said corporation as of this date are as follows:

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

By: \_\_\_\_\_ (Corporate Seal)  
Secretary

**CERTIFICATE OF AUTHORITY – JOINT VENTURE**  
**(Separate Certificate to be submitted by each joint venture partner)**

I, \_\_\_\_\_, <sup>(1)</sup> certify that:

1. I am the \_\_\_\_\_ <sup>(2)</sup> of \_\_\_\_\_, <sup>(3)</sup> (hereinafter “Venturer”);
2. Venturer is a partner and participant in the joint venture having submitted the Invitation to Bid or Request for Proposal No. \_\_\_\_\_ for \_\_\_\_\_ *(insert Project Name)*;
3. Venturer is organized and incorporated to do business under the laws of the State of \_\_\_\_\_; and
4. Said Invitation to Bid or Request for Proposal No. \_\_\_\_\_ was duly signed by said officer for and on behalf of said Venturer and the Contractor pursuant to the authority of the governing body of each and within the scope of its corporate powers.

I further certify that the names and addresses of the owners of all the outstanding stock or ownership interest in Venturer as of this date are as follows:

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

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

By: \_\_\_\_\_  
Signature of Person Executing Certification

**INSTRUCTIONS FOR COMPLETION OF THIS CERTIFICATE:**

1. Name of secretary (if Venturer is a corporation), or Manager or CEO (if Venturer is a LLP) of Venturer.
2. Title of person executing Certification.
3. Name of joint venture partner.

**COPY THIS FORM AND SUBMIT SEPARATE CERTIFICATES FOR EACH JOINT VENTURE PARTNER WITH THE BID OR PROPOSAL.**

**BIDDER'S AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. §13-10-91**

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the Bidder submitting a Bid to DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program, commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91, as amended. The undersigned further verifies that it will continue to use the federal work authorization program for the Contract Term, and it will only contract with Subcontractors who have registered for the federal work authorization program. The undersigned hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

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

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

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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

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

Subscribed and Sworn before me on this the  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

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

**CONTRACTOR REFERENCE AND RELEASE FORM**

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

**REFERENCE CHECK RELEASE STATEMENT**

You are authorized to contact the references provided above for purposes of this ITB.

Signed \_\_\_\_\_ Title \_\_\_\_\_  
(Authorized Signature of Bidder)

Company Name \_\_\_\_\_ Date \_\_\_\_\_

**SUBCONTRACTOR REFERENCE AND RELEASE FORM**

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

**REFERENCE CHECK RELEASE STATEMENT**

You are authorized to contact the references provided above for purposes of this ITB.

Signed \_\_\_\_\_ Title \_\_\_\_\_  
(Authorized Signature of Subcontractor)

Company Name \_\_\_\_\_ Date \_\_\_\_\_



## **CONTRACTOR & SUBCONTRACTOR EVIDENCE OF COMPLIANCE:**

- (1) County contracts for the physical performance of services within the state of Georgia shall include the following provisions:<sup>1</sup>
  - a. the contractor has registered with and is authorized to use the federal work authorization program to verify information on all newly hired employees or subcontractors;
  - b. by affidavit, the contractor must attest to the contractor's name, address, user identification number, date of authorization, and verification of the continual participation throughout the contract period, and
  - c. the affidavit shall become a part of the covered contract and must be attached.
- (2) No contractor or subcontractor who enters into a contract with the County shall enter into such a contract or subcontract in connection with the physical performance of services within Georgia unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all newly hired employees. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements of O.C.G.A. § 13-10-91, as amended.
- (3) Upon contracting with a new subcontractor, a contractor or subcontractor shall, as a condition of any contract or subcontract entered into pursuant to O.C.G.A. § 13-10-91, as amended, agree to provide the County with notice of the identity of any and all subsequent subcontractors hired or contracted by the contractor or subcontractor. Such notice shall be provided within five (5) business days of entering into a contract or agreement for hire with any subcontractor. Such notice shall include an affidavit from each subsequent contractor attesting to the subcontractor's name, address, user identification number, and date of authorization to use the federal work authorization program.
- (4) An affidavit shall be considered an open public record; provided, however, that any information protected from public disclosure by federal law or by Article 4 of Chapter 28 of Title 50 shall be redacted. Affidavits shall be maintained by the County for five years from the date of receipt.
- (5) To verify compliance, the contractor agrees to participate in random audits conducted by the Commissioner of the Georgia Department of Labor. The results of the audits shall be published on the [www.open.georgia.gov](http://www.open.georgia.gov) website, and on the Department of Labor's website no later than December 31 of each year.
- (6) Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement in an affidavit submitted pursuant to O.C.G.A. § 13-10-91 shall be guilty of a violation of Code § 16-10-20 and, upon conviction, shall be punished as provided in such section. Contractors and subcontractors convicted for false statements based on a violation of such section shall be prohibited from bidding on or entering into any public contract for twelve (12) months following such conviction.

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<sup>1</sup> O.C.G.A. § 13-10-91, as amended

Attached hereto is Bid Bond made by \_\_\_\_\_  
\_\_\_\_\_, a surety company listed in the most current Us Treasury Circular No. 570 and licensed to write surety bonds in the State of Georgia, payable to DeKalb County, Georgia (or official bank check), in the amount of ten percent (10%) of the above Bid.

If this Bid shall be accepted by DeKalb County and the undersigned shall fail to execute a satisfactory contract in the form of said proposed Contract, give satisfactory Performance and Payment Bonds, or furnish satisfactory proof of the insurance required, as stated in the Instructions to Bidders attached hereto within ten (10) days from the Notice of Award of the Contract, then the County may at its option, determine that the undersigned abandoned the Contract and thereupon this Bid shall be null and void, and the sum stipulated in the attached Bid Bond (or official bank check) shall be forfeited to the County as liquidated damages.

Bidder declares its intent to subcontract the portion of the Work as below stated. Bidder understands and agrees that the use of any Subcontractor not listed below shall be strictly prohibited without prior written approval from the County. *(List the names of all subcontractors and the work to be performed by the subcontractor on the lines provided below.)*

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

Bidder further declares that the full names and residence addresses of all persons and parties interested in the foregoing Bid as principals are as follows:

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

Bidder declares further that it is  / is not  a DeKalb County Firm.

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

By: \_\_\_\_\_ (SEAL)  
Signature

\_\_\_\_\_  
Print Name of Signer

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
Name of Business Entity Submitting Bid

\_\_\_\_\_  
Bidder's Street Address

\_\_\_\_\_  
Bidder's City, State and Zip Code

\_\_\_\_\_  
Bidder's Phone Number

\_\_\_\_\_  
Bidder's Fax Number

\_\_\_\_\_  
Bidder's E-Mail Address

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_

\_\_\_\_\_ (hereinafter called the Principal) and \_\_\_\_\_

\_\_\_\_\_ (hereinafter called the Surety), a corporation chartered and existing under the laws of the State of \_\_\_\_\_ with its principal offices in the City of \_\_\_\_\_ and listed in the Federal Register and licensed to write surety bonds in the State of Georgia, are held and firmly bound unto DeKalb County, Georgia, in the full and just sum of 10% of the Principal's Bid good and lawful money of the United States of America, to be paid upon demand of DeKalb County, Georgia, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted to DeKalb County, Georgia, a Bid for ITB No. 24-101630, AIRFIELD LIGHTING – LED DESIGN AT THE DEKALB PEACHTREE (PDK) AIRPORT.

WHEREAS, the Principal desires to file this Bond in accordance with law to accompany this Bid.

NOW, THEREFORE, the conditions of this obligation are such that if the Bid be accepted within sixty (60) days of the Bid opening, the Principal shall execute a Contract in accordance with the Bid and upon the terms, conditions, and prices set forth therein, and in the form and manner required by DeKalb County, Georgia, and within ten (10) days from the date of Notice of Award of the Contract, execute a sufficient and satisfactory Performance Bond and Payment Bond payable to DeKalb County, Georgia, each in an amount of one hundred percent (100%) of the total Contract Price, in form and with security satisfactory to DeKalb County and furnish satisfactory proof of the insurance required, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to the aforesaid DeKalb County, Georgia, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**PRINCIPAL**

By: \_\_\_\_\_ (SEAL)  
Signature of Principal

\_\_\_\_\_  
Print Name and Title of Authorized Signer

\_\_\_\_\_  
Print Name of Principal Business

ATTEST:

\_\_\_\_\_  
Corporate Secretary

**SURETY**

By: \_\_\_\_\_ (SEAL)  
Signature of Surety (by Power of Attorney)

\_\_\_\_\_  
Print Name and Title of Authorized Signer

\_\_\_\_\_  
Print Name of Surety Business

WITNESS:

\_\_\_\_\_

## REQUIRED DOCUMENTS CHECKLIST

Bidder shall complete and submit the following documents with their bid:

Bid Page No.	Title	Check This Box If Included With Bid
3	Acknowledgement of Bidder Form *	
32	First Source Jobs Acknowledgement Form *	
33	First Source New Employee Tracking Form*	
36	Certificate of Corporate Bidder *	
37	Certificate of Authority – Joint Venture (if applicable)	
38	Bidder’s Affidavit of Compliance with O.C.G.A. §13-10-91 *	
39	Contractor Reference and Release Form *	
40	Subcontractor Reference and Release Form, if applicable **	
44	Bid Bond *	
46	Required Documents Checklist *	
48	Contractor Affidavit and Oath of Successful Bidder *	

**Bidder shall also submit a copy of the following required documents with the bid:**

Bid Page No.	Title	Check This Box If Included With Bid
-	Contractor’s Business License	
-	Utility Systems Contractor’s License *	
-	General Contractor’s License *	
Attachment 2 Page 3	Preliminary Contractor’s Construction Schedule *	
Attachment 2 Page 4	Non-collusion Affidavit (1 Page) *	
Attachment 2 Page 5	Equal Opportunity Report Statement *	
Attachment 2 Page 6	Certification of Nonsegregated Facilities *	

<b>Bid Page No.</b>	<b>Title</b>	<b>Check This Box If Included With Bid</b>
Attachment 2 Page 7	Performance of Work by Subcontractors *	
Attachment 2 Page 8-9	Foreign Trade Restriction Statement *	
Attachment 2 Page 10	Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion *	
Attachment 2 Page 11	Buy American Certificate *	
Attachment 2 Page 12-13	E-Verify Affidavit *	
Attachment 2 Page 14-15	Bidder Questionnaire *	
Attachment 2 Page 16	Davis Bacon Act *	
Attachment 2 Page 17-23	DBE Program Bid Conditions *	
Attachment 2 Page 24	DBE Form 1 – Schedule of DBE Participation *	
Attachment 2 Page 25	DBE Form 2 – DBE Subcontractor Affidavit *	
Attachment 2 Page 26	DBE Form 3 – Letter of Intent to Perform as Subcontractor *	
Attachment 2 Page 27	DBE Form 4 – Unavailability Certification *	

\* **If these mandatory forms are not completed and submitted with the bid, the bidder shall be deemed non-responsive.**

\*\* **These forms are applicable if a subcontractor will be utilized to fulfill the requirements of this contract. If these forms are applicable, they must be completed and submitted with the bid. Failure to submit these forms, if applicable, will result in the bidder’s bid being deemed non-responsive.**

I, the undersigned, acknowledge that I have included the requested documents as listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

STATE OF GEORGIA  
COUNTY OF DEKALB

**CONTRACTOR AFFIDAVIT AND  
OATH OF SUCCESSFUL BIDDER**

Personally appeared before me, the undersigned officer, duly authorized to administer oaths, \_\_\_\_\_, *(insert name)*, who, after being duly sworn, deposes as follows:

I, \_\_\_\_\_, *(insert name)*, am a competent adult, and I have personal knowledge of the facts set forth in this Affidavit and Oath which I make for any lawful use or purpose.

I, \_\_\_\_\_ *(insert name)* swear or affirm that I have not prevented or attempted to prevent competition in bidding or submitting a proposal for this Project by any means whatsoever. I swear or affirm that I have not prevented or endeavored to prevent anyone from making a Bid for this Project by any means whatsoever, I swear I have not caused or induced any other person to withdraw a Bid for this Project. I swear or affirm that I have not violated O.C.G.A. §36-91-21(d) in any way, directly or indirectly.

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ *(city)*, \_\_\_\_\_ *(state)*.

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

\_\_\_\_\_  
Print Name of Affiant

\_\_\_\_\_  
Print Title of Affiant

Subscribed and Sworn before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

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



**ATTACHMENT 1**

**SAMPLE CONTRACT FOR CONSTRUCTION**

**Click the following link: [HERE](#)**

**Manual:** <https://eFTP.mbakerintl.com/link/ESkNxOROZxUuaeDSsOX1Cu>

**ATTACHMENT 2**  
**TECHNICAL SPECIFICATIONS**  
**&**  
**DIVISION 5 - ADDITIONAL REQUIRED DOCUMENTS**

Click the following link: [HERE](#)

**Manual:** <https://eFTP.mbakerintl.com/link/a2MxuI768Hc2jgVThSX5Za>

**ATTACHMENT 3**

**DRAWINGS**

**Click the following link:** [HERE](#)

**Manual:** <https://eFTP.mbakerintl.com/link/zVxO1Dh7gM4yqosLfxzp1a>