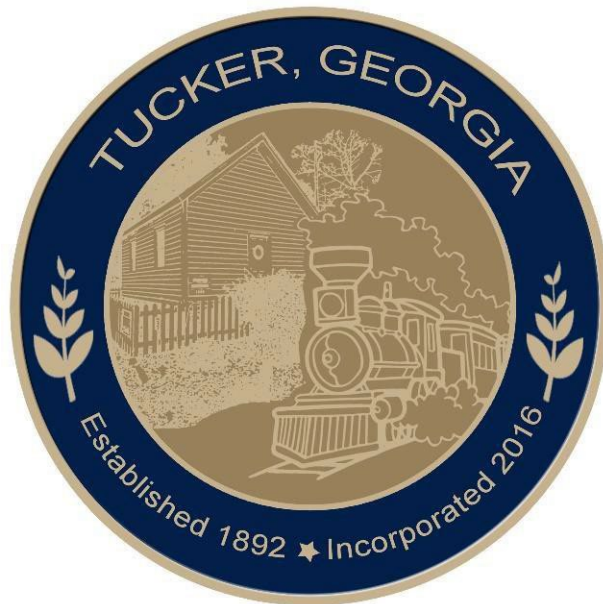


City of Tucker

Request for Proposals

RFP # 2024-026

CONSTRUCTION, ENGINEERING AND INSPECTION
SERVICES (CEI) FOR THE JOHNS HOMESTEAD
PARK AND DAM IMPROVEMENTS PROJECT



BID MANUAL

City of Tucker
1975 Lakeside Parkway, Suite 350
Tucker, Georgia 30084

**City of Tucker Request for Proposals
RFP #2024-026**

**Construction, Engineering and Inspection Services (CEI) for the
Johns Homestead Park and Dam Improvements Project**

INVITATION: The City of Tucker, Georgia requests that interested parties submit proposals to provide CEI services for the Johns Homestead Park and Dam Improvements Project. Proposals will be accepted until the date and time listed below and will be awarded to the most responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the city. Addenda and updates to this bid manual will be posted on the City of Tucker website <http://tuckerga.gov/bids> or may be requested by email procurement@tuckerga.gov.

BID ACTIVITY SCHEDULE	
RFP Issued	November 19, 2024
Pre-Bid Conference	N/A
Deadline for Questions	December 5, 2024 at 1:00pm EST
Responses to Questions Posted (Addenda)	December 10, 2024
Proposal Deadline	December 30, 2024 at 1:00pm EST
Scoring by Evaluation Committee	December 30, 2024 – January 6, 2025
Award at Council Meeting (Tentative)	January 27, 2025 (Tentative)

SCOPE OF WORK: Refer to Exhibit A.

PRE-PROPOSAL CONFERENCE: There will not be a pre-proposal conference for this solicitation.

QUESTIONS: Submit all questions in writing to procurement@tuckerga.gov so they are received by the deadline for questions stated in the schedule. Reference RFP #2024-026 in the subject line of the email.

ADDENDA: Responses to the questions received will be by addenda and will be posted on the City website www.tuckerga.gov/bids. The signed acknowledgement issued with each addendum must be submitted with the proposal. It is the consultant’s responsibility to verify if any addenda were created.

SUBMITTAL REQUIREMENTS: Consultant shall submit RFP Response electronically to procurement@tuckerga.gov so that is received no later than December 30, 2024 at 1:00pm EST with the subject line “Submittal: RFP #2024-026”. The email must contain the vendor’s contact information. The submittal shall be two PDF files:

- The proposal shall be named “<Company Name>.RFP 2024-026.Bid Submittal.pdf”.
- The Cost Proposal shall be named “<Company Name>.RFP 2024-026.Cost Proposal.pdf”

The submittal email will be opened to confirm receipt of the submittal; however, the attached PDF files will remain unopened until the public opening.

PROPOSAL OPENING: All proposals received prior to the deadline will be opened publicly on December 30, 2024 at 1:05pm EST at Tucker City all located at 1975 Lakeside Parkway, Suite 350, Tucker GA. A list of submittals will be posted on the City's website, www.tuckerga.gov/bids, following the opening of the proposals.

DOCUMENT SUBMITTAL REQUIREMENTS:

1. Proposal, including requirements outlined in Exhibit B, Section 2.0
2. Cost Proposal including Unit Prices as specified in section 2.3
3. W-9 Form (provided)
4. Certificate of Current Insurance
5. E-Verify Affidavit Form (provided)
6. Proposed list of Sub-Consultants / Sub-Contractors (provided)
7. Oath of Non-Collusion (provided)
8. Acknowledgement of Addendum issued with each Addendum.
9. Contact Information Form (provided)

All responses must be received electronically by the Bid Deadline. (Addenda will show any schedule updates). No proposals will be received orally or by phone. Late proposals will not be considered. Proposals received after the deadline will be filed unopened. The City of Tucker reserves the right to reject any and all proposals or any part, to waive any formalities to make an award and to re-advertise in the best interest of the City.

The City reserves the right to negotiate pricing with the top scoring bidder(s) and may, in its discretion, award a contract to the responsible and responsive proposer(s) submitting the proposal(s) which are deemed to be the most advantageous to the City, price and other factors being considered, as described in the selection criteria.

EXHIBIT A – SCOPE OF WORK
City of Tucker Request for Proposal
RFP #2024-026 Construction, Engineering and Inspection (CEI) Services for
the Johns Homestead Park and Dam Improvements Project

Purpose

The City of Tucker is requesting proposals to provide CEI services for the Johns Homestead Park and Dam Improvements project located at 3071 Lawrenceville Highway in Tucker, Georgia.

Background

The construction contract for the project was executed November 2024 and the project will begin December 2024. It is anticipated that the Engineer on Record, Root Design Studio, will be providing Construction Administration services pursuant to a separate contract during construction of the project. This project is funded by City of Tucker capital project budget and grant funds.

Project Objectives (include but are not limited to)

The Consultant Shall:

- A. Provide services which are required for contract administration, construction inspection, documentation and general contract compliance for the project.
- B. Provide a project manager to coordinate all activities and serve as the contact with the City Staff, provide a PE/Engineer who shall oversee inspections, and shall propose additional recommended personnel. It is expected for the consultant project manager(s) to be on-site through the substantial completion inspection and to be available by phone during project construction hours.
- C. Become familiar with the construction plans and contract for the project, as well as the Contractors proposed schedule of operations.
- D. Furnish all materials, equipment, supplies, transportation and incidentals to perform CEI services.
- E. Observe the Contractor's work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to City staff and direct the Contractor to correct such discrepancies.
- F. Monitor contractor timeliness in preparing submittal packages for review to Root Design Services, the engineer of record, for review.
- G. Utilize effective control procedures to assure the construction of the project is performed in conformity with the plans, specifications and contract provisions.
- H. Notify City staff and the Engineer of Record of any unanticipated project conditions.
- I. Propose projected on-site inspections and costs for testing and inspection. Facilitate such testing and materials samplings and reject the Contractor's work and materials not meeting the Specifications and/or Special provisions as stated in the plans, specifications and construction contract. A sub-contractor may be utilized. Actual costs will be dictated by actual billed hours.
 - a. Required testing and inspections include:

- i. Construction activities related to the construction of the two spillways, *(excluding the inspection of the steel reinforcement size and placement within the spillways. These inspections will be performed by the Design Engineer.)*
 - ii. Foundation construction of the wooden fishing pier/observation deck: verify the correct diameter, depth, and soil bearing for each footing. *(Note: the lake will be drained during construction)*
 - iii. Foundation construction of the wooden pedestrian bridge near Zemory Dr.: verify the soil bearing at each abutment location.
 - iv. Foundation construction of the two FRP pedestrian bridges: monitor and log the torque and depth of the helical piles at each abutment location, (4 locations).
- J. Analyze contractor claims for changes and aid in negotiation of prices, as necessary.
 - K. Work with the City to provide status updates to the community as needed and maintain a record of such community interactions and provide copies to the City as required.
 - L. Facilitate a monthly in-person meeting with Construction Company and City staff to update project status and to answer any questions that may arise. Meetings with the City's Capital Projects Manager may be requested.
 - M. Review the contractor's Schedule of Values (SOV) and review / approve Payment Applications from the contractor.
 - N. Maintain diaries, logs and records consistent with Core of Engineering and/or EPD practices.
 - O. Assist with utility coordination as needed. No significant utility challenges exist with this project.
 - P. Manage final punch list field review.
 - Q. Prepare and deliver one copy of the "as-built" or "record" plan to the City upon completion of the project.

Links to Project Construction Documents can be found at www.tuckerga.gov/bids
ITB 2024-014

- 1. Project technical specifications:
- 2. Drawing/Plans
- 3. Bid Manual for Construction Solicitation

The construction contract has been awarded by City Council to N. Georgia Concrete in the amount of \$3,817,263.

EXHIBIT B

Technical Requirements and Proposal Instructions

1.0 RFP STANDARD INFORMATION

1.1 Authority

This RFP is issued under the authority of the Purchasing Division of the City of Tucker. The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. The RFP states the relative importance of all evaluation criteria.

1.2 Procurement Officer Review of Proposals

A. Determination of Responsiveness

The procurement officer will determine whether a proposal is classified as either “responsive” or “non-responsive”. Proposals may be found non-responsive any time during the evaluation process if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the Proposal is not within the plans and specifications described and required in the RFP. If a Proposal is found to be non-responsive, it will not be considered further. If an offeror is found non-responsive, the determination will be in writing, made a part of the procurement file, and communicated to the affected offeror.

B. Determination of Responsibility

The procurement officer will determine whether an offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process if information surfaces that would result in a determination of non-responsibility. If an offeror is found non-responsible, the determination must be in writing, made a part of the procurement file, and communicated to the affected offeror.

1.3 Evaluation of Proposals

All responsive Proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the City may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the City.

1.4 General Information

- A. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all work on schedule should submit a Proposal.

- B. The City may select the best qualified consultant based on the information received from interested firms as a result of this solicitation.
- C. City of Tucker also reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.
- D. Generally, the City's position is not to provide Debriefings until after the contract has been awarded, except for firms disqualified during the Due Diligence Process, in which case a Pre-Award Debriefing can be requested following Due Diligence. Any request will be accommodated at the discretion and convenience of the Department's staff.
- E. It is the responsibility of all firms interested in submitting proposals for this advertisement to routinely check the posting on the website for any revisions to this RFP.
- F. Incomplete submittals will not be considered. Late submittals will not be accepted.

2.0 STATEMENT OF QUALIFICATIONS SUBMISSION AND EVALUATION

2.1 Preparation of Statement of Qualifications

Each Proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation.

2.2 Submittal Requirements

Failure to meet these requirements will result in the Proposals being determined "non-responsive" and the entire submittal will be rejected.

- A. Submittals of firm information and Proposals should be no more than ten (10) pages single-sided, 8½" x 11" pages in length. The 10-page limit does not include the required City forms. Any other supplemental information and pages outside the page limit will not be reviewed and will be considered as non-responsive to the page limit requirement.
- B. Provide firm name, address, telephone number, e-mail address for the primary contact person, former firm names, official Georgia address (if applicable), and joint venture partner information (if applicable). If the firm has branch offices, state which office will be performing the majority of the work.
- C. The consultant should provide a minimum of three (3) references.
- D. The consultant shall provide a Certificate of Insurance with current Worker's

Compensation, General Liability and Professional Liability policies for the purposes of verifying current policies. This document will not be counted toward the 10-page limit.

- E. The consultant shall submit required forms provided as part of the bid package, which will not be counted toward the 10-page limit.

2.3 Evaluation and Selection Criteria

The following are the evaluation criteria the committee will consider in determining which proposal is most advantageous to the city:

Project Understanding – 40 points (Included in 10-page limit)

Successful proposers will demonstrate an understanding of the magnitude of the task, the constraints, and the desired outcomes for the project.

Similar Experience/Past Performance – 25 points (Included in 10-page limit)

Successful proposers will have experience providing CEI services on similar dam/spillway projects which should be demonstrated by providing case studies of no more than one (1) pages each describing three projects that best match the scope and desired outcomes for this project. Each case study should highlight any similarities to the proposed Tucker project. For each case study, reference and contact information should be provided. The City may consider any past performance on a previous contract with the City.

Project Personnel – 20 points (Included in 10-page limit)

Successful proposers will provide information on personnel of no more than one (1) pages each to be assigned to this project. The proposed project manager should be identified. One or more personnel should hold a Professional Engineer's (PE) License in the state of Georgia. Personnel should have experience of similar projects and/or in fields necessary to complete the proposed scope of work, including "Engineer of Record" criteria as defined by the State of Georgia Safe Dams Program. Please include professional registrations [type, number, and state(s) where registered], years of experience, years with firm, and actual work performed by the individual.

Pricing – 15 points

Successful proposers will provide their most competitive pricing in a separate document as the proposal which will not count towards the 10-page limit. In addition to lump sum project cost, provide a unit cost for

compaction testing of vehicular pavement subgrades (including Stapp Drive parking lot and any required public roadway repair/replacement).

- It is unknown at this time, how much vehicular pavement will be needed. Compaction testing for vehicular pavements will be paid based on actual performance.
- Compaction testing will not be required for GravelPave parking spaces or pedestrian pavements (including the concrete accessible pathway at Stapp Drive).

3.0 TERMS AND CONDITIONS

3.1 RFP Amendments

The City reserves the right to amend this RFP prior to the due date. All amendments and additional information will be posted to the DOAS/Georgia Procurement Registry, located at: http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and also the City's website at: www.tuckerga.gov Offerors are encouraged to check this website frequently.

3.2 Proposal Withdrawal

No proposal may be withdrawn for period of ninety (90) days after the time has been called on the date of opening.

3.3 Cost for Preparing Proposals

The cost for developing the Proposal is the sole responsibility of the Offeror. The City will not provide reimbursement for such costs.

3.4 Conflict of Interest

If an Offeror has any existing client relationship that involves the City of Tucker the Offeror must disclose each relationship.

3.5 Minority Business Policy

It is the policy of the City of Tucker that minority business enterprises shall have a fair and equal opportunity to participate in the City purchasing process. Therefore, the City of Tucker encourages all minority business enterprises to compete for, win, and receive contracts for goods, services, and construction. The City encourages all companies to sub-contract portions of any City contract to minority business enterprises, however there is no minimum DBE requirement for this project.

3.6 Insurance Requirements

The consultant shall procure and maintain the following insurance policies; all policies shall name the City of Tucker as an additional named insured and shall provide for waiver of subrogation in favor of the City of Tucker:

- a. Commercial General Liability coverage at their sole cost and expense with limits of not less than \$3,000,000 in combined single limits for bodily injury and/or property damage per occurrence.
- b. Statutory Workers Compensation and Employers Liability Insurance with limits of not less than \$1,000,000.
- c. Commercial automobile liability insurance with limits of not less than \$1,000,000 combined single limit for bodily injury and/or property damage per occurrence.
- d. Professional Liability Insurance with limits of \$2,000,000 per occurrence and in aggregate.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____	
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6	City, state, and ZIP code		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.

Contractor Name:	
Solicitation/Bid number or Project Description:	RFP 2024-026 CEI Services for Johns Homestead Park and Dam Improvement Project

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services under a contract on behalf of the City of Tucker, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period as required by O.C.G.A. § 13-10-91(b) and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present and affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

Date of Authorization

Name of Contractor

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

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

[NOTARY SEAL]

Notary Public

My Commission Expires: _____



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.

Contractor Name:	
Subcontractor's (Your) Name	
Solicitation/Bid number or Project Description:	RFP 2024-026 CEI Services for Johns Homestead Park and Dam Improvement Project

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services under a contract on behalf of the City of Tucker, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period as required by O.C.G.A. § 13-10-91(b) and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present and affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

Date of Authorization

Name of Subcontractor

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

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____



PROPOSED SUBCONTRACTOR FORM: RFP 2024-026

BIDDERS MUST RETURN THIS FORM WHICH WILL BE ADDED TO SUBMITTED PROPOSAL
Please complete this form and return as part of your bid package when it is submitted.

Name of Bidder _____

1. Subcontractor Name: _____

% of Bid Amount: _____

Description of Work provided: _____

2. Subcontractor Name: _____

% of Bid Amount: _____

Description of Work provided: _____

3. Subcontractor Name: _____

% of Bid Amount: _____

Description of Work provided: _____

4. Subcontractor Name: _____

% of Bid Amount: _____

Description of Work provided: _____

Please complete and submit in bid package. Duplicate if needed.

Contact Information Form

Please fill out this form with the appropriate contact information for your company.

Full Legal Name of Company: _____

Date: _____

Contractor Information:

Primary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Secondary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Preferred Contact for Administration: (i.e. Document Processing) (Choose one)

Primary Contact

Secondary Contact

Address: _____

City / State / Zip: _____

Mailing Address (If different than above): _____

City / State / Zip: _____

Federal Employee ID Number (FEIN): _____



OATH OF NON-COLLUSION

COMES NOW, _____ (“Consultant”),
[name of Consultant]

appearing by and through _____,
[name of individual with authority to bind Consultant]

its _____ (“Individual And Representative Affiant”), and
[title]

[insert the names of all those required to give the oath]

(collectively, “Individual Affiants”), and each of the Individual And Representative Affiant and Individual Affiants, after first being duly sworn, deposes and says that:

1. Consultant has not directly or indirectly violated subsection (d) of the Official Code of Georgia Annotated Section 36-91-21, which provides as follows:

Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

Code Section 36-91-21(d) also applies to municipal street system contracts pursuant to Official Code of Georgia Annotated Section 32-4-122.

2. Individual And Representative Affiant is the officer of Consultant whose duty it is to make the payment.

3. If Consultant is a partnership, then Individual and Representative Affiant and Individual Affiants together constitute all of the partners and any officer, agent or other person who may have represented or acted for Consultant in bidding for or procuring the contract.

4. If Consultant is a corporation, then Individual and Representative Affiant and Individual Affiants together constitute all officers, agents, or other persons who may have acted for or represented Consultant in bidding for or procuring the contract.

Further affiants sayeth not.

This ____ day of _____, 20__.

By: _____, individually and on behalf of Consultant
[signature of Individual And Representative Affiant]

Name: _____

Title: _____

Individual Affiants' signatures and names:

Name:

Name:

Name:

Name:

Name:

Name:

Subscribed and Sworn before me on this
____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires:
