



City of Stonecrest

Department of Purchasing and Contracting

REQUEST FOR PROPOSAL (RFP) NO. 2023-006

**FOR
BROWNS MILL AQUATIC CENTER LIFEGUARD AND POOL
MAINTENANCE**

February 16, 2023

Bids will be received up to 2:00 p.m. local time on January March 17, 2023.

Questions regarding the RFP process should be directed via <https://www.bidnetdirect.com/georgia/cityofstonecrest>. **Only questions received prior to 5:00 p.m. on March 3, 2023, will be considered.**

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I. INTRODUCTION, BACKGROUND, AND RFP PROCESS

Introduction

The City of Stonecrest, Georgia is seeking competitive bids for RFP 2023-006 Browns Mill Aquatics Lifeguard and pool maintenance.

Background

Stonecrest is a community of 60,000 people that was incorporated in 2017. The city is located along Interstate 20 roughly three miles east of I-285 (“The Perimeter”) and 20 miles east of Downtown Atlanta. Stonecrest is in the southeastern portion of Dekalb County and is bordered by Rockdale County to the east, Henry County to the south, and the City of Lithonia and unincorporated Dekalb County to the north and west.

I-20 separates the city into a northern area which includes residential neighborhoods, commercial development along Covington Highway, industrial parks that date to the 1960s and active quarries that predate incorporation by 130 years. South of I-20 features regional retail and lodging, suburban neighborhoods, and substantial outdoor recreation areas. Welcoming to all, Stonecrest is proud to be one of the largest majority African American cities in Georgia.

One of the defining features of Stonecrest is the 2,550-acre Davidson-Arabia Mountain Nature Preserve, a stunning natural area with hiking trails, 30 miles of paved multi-use paths, lakes, and the granite monadnock of Arabia Mountain itself. The broader, 40,000-acre Arabia Mountain National Heritage Area contains many additional assets including the historic African American community of Flat Rock, active quarry, and a Trappist monastery. Other notable assets in the City include Emory Hillandale Hospital, the South River, and a number of formerly County-owned parks and recreation facilities.

Request for Proposal Process

This solicitation is a Request for Proposal (RFP). In using this method for solicitation, we are asking the marketplace for its best effort in seeking a “best value” solution to our requirement. The proposal(s) submitted by the Offeror will be evaluated by an evaluation committee. Offeror(s) should make their best effort to satisfy the requirements at their best price because a contract may be awarded based on the initial evaluation. Essentially, if an Offeror’s proposal is not evaluated as having a chance for contract award because of the content of the proposal and/or the price, the proposal will be removed from the competitive process to save time and money for both the vendor and City of Stonecrest.

The evaluation committee will select the proposal that presents the best value to the City of Stonecrest. This selection will then be presented to the City Council for approval. If approved by the Council and other matters (insurance, bonds, etc.) have been provided in accordance with this solicitation, a contract will be awarded.

II. SCOPE OF WORK

SCOPE OF WORK

I. AQUATIC FACILITIES: The City of Stonecrest owns and operates an Aquatic Center with lap pool, flume slides, lazy river, children's water area and other water features.

The Stonecrest Aquatic Center is located at 4929 Browns Mill Road, Stonecrest, Georgia, 30038. The pool must be ready for swim before Memorial Day weekend. Opening day for the public is Saturday of Memorial Day weekend and it will remain open seven (7) days a week until DeKalb County Public Schools resume. After that date the pool will be open only on weekends (Saturday and Sunday) through Labor Day weekend, closing the day after Labor Day. The pool will be open from 12pm-8pm on Labor Day. Monday-Friday the pool is open to the public from 12:00pm until 8:00pm. Saturday the pool is open to the public from 10:00am until 8:00pm. Sunday it is open from 11:00am until 8:00pm. The facility may stay open in a limited capacity for lessons, programs, or rentals, depending on the request. No activity will extend beyond 10:00pm. Stonecrest Aquatic Center consists of a Main Pool with zero entry and a double tower slide, plus an attached 4 lane lap pool, a small child pool area with zero entry and water play features and a lazy river area.

If the City elects to renew the contract for subsequent years, the dates notated in this Contract shall be adjusted to reflect the actual calendar dates for the subsequent year.

Optional Extension: The City may, at its sole discretion, extend the time period for which the pools are open to the public. In the event the City decides to exercise this option to extend the time period, the City will give the Service Provider thirty (30) days written notice. The Service Provider agrees to provide additional services at the rate described in Exhibit C. During this Optional Extension, the Service Provider shall provide the following level of staffing: 5 staff members (five Lifeguards provided by Service Provider)

The Pool Managers provided by Stonecrest will be the gate attendant while on duty. During the Optional Extension, the Service Provider must continue to perform all the duties of the scope of this Contract.

U. STAFFING

Service Provider will provide the following staffing to provide the work described in the scope:

The City will hire and train the Pool Managers that will work with Pool Service Providers lifeguards, lifeguard supervisors and pool maintenance staff.

1. Pool Service Provider along with City Staff will visit the Pool periodically to check over the Pool operation and condition of the facilities.

2. Maintenance Supervisor: Client will be assigned a Supervisor responsible for overseeing Pool lifeguards, coordinating the seasonal opening and closing procedures of the pools, and facilitating the delivery of all pool necessities, including chemicals, cleaning equipment, and lifesaving equipment in accordance with the City's Financial Management Purchasing Policy. He/she is responsible for scheduling work for these procedures and scheduling a county inspection. The Supervisor will also conduct inspections of the Pool's operation and facility conditions at least three times per week. The results of these inspections will be reported to City Management immediately so that any necessary action can be taken quickly. The Supervisor will also provide the City with a cell phone number where he/she may be reached in the event of an emergency. The Supervisor shall be responsible for resolving any complaints or issues that may arise in connection with the operation of the Pool. Supervisor may enlist the help of the Pool Service Provider as needed.
3. Service Technician: The Service Technician is on call seven days a week in season for maintenance and repair calls. He/She is responsible for performing all minor repairs on an as needed basis. The Supervisor will notify the Service Technician when a repair is needed. The City must approve repairs that exceed \$500.00 in writing prior to the Service Technician initiating the repair. The Service Technician will schedule the repair, gather parts and materials, and perform the repair in accordance with the City's Financial Management Purchasing Policy.
4. Pool Manager: The City will hire and train the Pool Manager that will work with the Pool Service Provider's lifeguard supervisor, lifeguards and pool maintenance staff. The Service Provider shall also be responsible for maintaining pool records of pool chemistry as dictated by county law. He/she shall report any shortages of pool chemicals or pool supplies to Service Provider management. In addition, the Pool Manager shall report to City Staff Supervisor about the condition of the pool and the performance of the lifeguards. The Pool Manager shall be responsible for ensuring the daily admittance fees are collected by the gate attendant and will oversee concession operations. Monies collected for any purpose, in any form of payment, will be managed by City of Stonecrest staff and will be deposited with the City in accordance with the provisions or policies determined by the Finance Director.
5. Lifeguards: The Pool Service Provider will provide lifeguard supervision for public swimming, swim lessons, and other organized pool activities such as private parties. Lifeguards must be certified through the Red Cross in lifeguard training, first aid, and CPR for infants, children and adults. Proof of certification must be provided to the City prior to opening of pools. Lifeguards will be responsible for the safety of the pool patrons and environment, as well as the upkeep and cleanliness of the pool, deck and the bathhouse. The Lifeguards are responsible for supervising pool activities and ensuring safety. The Lifeguards shall also maintain pool chemistry, basic pump house maintenance, and debris removal from the pool area. They are

to report any problems to the Pool Manager or Supervisor. All Lifeguards must be employees of the Pool Service Provider and not independent contractors. At a minimum, four (4) lifeguards must be on duty, in the public, at all times the facility is open, including a lifeguard on duty at the top of the Slide Tower. One (1) additional lifeguard is required for every twenty-four (24) people in attendance beyond the first fifty (50) attendees, and there must be a minimum of one lifeguard in reserve for rotations. The Pool Manager will supervise the swimming pool but will not be counted in the ratio of required lifeguards.

6. The Pool Service Provider is required to effectively communicate in writing their training, evaluation, and disciplinary policy and procedures for all employees. The Pool Service is to conduct in service training as per guidelines of Ellis, Red Cross or StarGuard. The Pool Service Provider will provide both orientation and training onsite prior to the opening of the season along with monthly training in services for the duration of the season. The Pool Service Provider will prepare a manual for employees dictating the securing of pool areas, opening and closing duties, vacuuming the pool, backwashing the filter, post event clean up, on duty policies (including appropriate dress), guard stationing and rotations, basic pool rules, importance of keeping working areas clean (pump house), and the importance of customer service.

The Pool Service Provider must supervise lifeguards on a weekly basis and provide written proof of supervision and evaluation to the City of Stonecrest Parks and Recreation Department. The Pool Service Provider must provide the City with any opening/closing, incident, and accident reports. In no event shall the City be responsible for monitoring or assessing the suitability of any employee or agent of the Service Provider.

The Pool Service Provider will be responsible for completing and obtaining all county department of health certifications prior to opening each year. The Pool Service Provider shall invoice the permit fees for DeKalb County to the City for payment with the first payment invoice. All other pool facility requirements, documents, permits, and inspections will also be obtained by the Company for the City.

The Pool Service Provider will be required to e-verify each employee and conduct both state and national background checks. Verifying documentation will be required by the City.

The City has the authority to require and impose rules and regulations to be enforced by the Pool Service Provider. The City has the right to request any employee be removed from performing the work under this contract.

III. SCOPE OF WORK:

I. Spring Opening:

(Access to the facilities for this preparation work is to be coordinated with the City's Athletic Coordinator of Parks and Recreation.)

Pre-Season Site Evaluation and Recommendations: The Pool Service Provider will review all bathhouses, pool decks, pool shells, pump/chemical/filtration systems, and essential pool equipment to recommend the needed improvements prior to April 2, 2022. A detailed report will be submitted to the City of Stonecrest Parks and Recreation Athletic Coordinator no later than this date. This is to ensure ample time to make repairs and improvements to successfully open sites prior to opening date. The Company shall provide the following services no later than two (2) weeks prior to the scheduled opening date of the pool, or the date authorized by the City's representative:

- A. Setup, clean (pressure wash) and prepare for usage of all movable equipment, including tables, chairs, lounges, umbrellas, lifeguard chairs, diving boards, garbage cans etc.
- B. Pull any covers on Pools or other equipment
- C. Pressure wash pool deck.
- D. Clean, inspect and prepare vacuuming equipment and hoses.
- E. Drain and acid wash pools or surfaces if necessary.
- F. Order, store, and utilize necessary chemicals.
- G. Fill pools and balance pool chemistry.
- H. Install ladders, check diving boards, place lifeguard chairs and place furniture.
- I. Check and test equipment, i.e. chemical feeders, flow meters, pressure gauges, valves, underwater lights, skimmers, vacuum systems, return inlets, etc. and report status to City.
- J. Check all pumps and motors to the attractions; lubricate valves and pump bearings as necessary;
- K. Clean pool area within the pool enclosure and pool bathrooms.
- L. Circulate water through filtration system.
- M. Furnish, store, and inject necessary chemicals for operation of the pools.
- N. Backwash filters and inspect for any defects.
- O. Have pools ready for operation at least seven (7) days before opening day, or

the date approved by the City's authorized representative.

- P. Report to City all operating deficiencies.
- O. Be responsible for check out and handling of facility keys to staff.
- P. Check the condition of life saving equipment and reporting any damaged or missing equipment to the City.
- Q. Checking the condition of maintenance and cleaning equipment.
- R. Ensure annual maintenance service has been completed on chemical feeders since prior season's end.
- S. Conduct maintenance servicing to underwater pool lights.
- T. Other items as assigned by the City.

2. Facility Operations:

The Pool Service Provider will be responsible for the following duties, daily or as needed:

- A. The Pool Service Provider shall complete a documented (written) daily safety check of the entire facility.
- B. The Pool Service Provider shall be on duty a minimum of one (1) hour before and one (1) hour after public swimming operating hours
- C. Pool vacuuming should be scheduled on a daily basis. Each pool will be vacuumed entirely, at a minimum of once per week. Pools will be vacuumed before the public enters the pool.
- D. Pool filters must be backwashed as needed.
- E. Lifeguard office, outdoor bathhouse/restroom, all areas within the fencing, and the premises within twenty-five (25) feet of the facility must be maintained in a clean and orderly fashion by the proper collection of waste, garbage and all other debris. Everyone on duty within the Aquatic Center, regardless of employment, will assist with litter and cleanliness of any common area, or when a visual need for cleaning or re-stocking arises. It is in everyone's interest to keep the facility clean and functioning at all times. The Parks & Recreation Department shall conduct ongoing cleaning during hours of operation to maintain the reasonable conditions of the facilities. The primary cleaning of the outdoor bathhouse/restrooms must be completed during times not scheduled for public swimming or programming. The City shall restock restrooms daily and be responsible for opening pool

area bathhouse/restrooms each morning and lock and secure the pool areas at the end of each day. The Pool Service Provider will assist City Staff by maintaining the areas around the Lifeguard stands, pump houses, lifeguard rooms/lockers and assisting with cleaning and stocking based on availability and/or upon request by City Staff for assistance.

F. The pool deck must be cleaned and maintained throughout each day.

G. Trash must be emptied as needed daily. All bags must be emptied at the end of the day to prevent pests. All bags must be placed in the dumpsters outside the facility.

H. Deck furniture must be straightened daily and setup upon closing in preparation for following day.

I. Pool deck must be blown and kept debris free daily.

J. All safety equipment must be checked and tested.

K. The Pool Service Provider will retain a record of all problems brought to their attention. The City representative should be contacted within 48 hours of all problems.

L. The Pool Service Provider will keep detailed records of any pullouts, rescues or injuries, describing the circumstances surrounding the incident and denoting the specific location of the incident.

M. The Pool Service Provider will keep detailed records of pool closings for partial or full days.

O. The Pool Service Provider shall use testing kits and chemicals to maintain the proper pool water chemical balance, pH levels, chlorine levels, alkalinity levels, cyanuric acid levels, and calcium hardness levels.

P. The Pool Service Provider will stock chlorine, cyanuric acid, sodium bicarbonate, muriatic acid, soda ash, calcium chloride, polyquat algaecide, pool clarifier, and other chemicals necessary to maintain proper pool chemical balance.

Q. Pool Service Provider will supervise all lifeguard personnel and instructors employed by PSP. Once the season has opened for regular hours of operation, PSP shall make supervisory site visits to the pool facilities with regular frequency. Attention to safety, health and general maintenance of the physical plant will be the focus of these reviews.

R. Ensure staff is trained to meet professional standards and in proper "Lifeguard" uniform

for quick identification.

S. Post results of each County Health Inspection.

3. Water Quality Standards:

The Pool Service Provider will maintain, at its expense, an inventory of all chemicals appropriate for the proper routine operation, safety and cleanliness of the swimming pool. The Pool Service Provider will use the current sanitation systems in place. (Acid PH Control and Pulsar Chlorination System, or other) The Pool Service Provider will also maintain the pool chemistry levels in accordance with such statues, ordinances, rules and regulations governing pool chemistry as are adopted from time to time by the State of Georgia and DeKalb Country, at its expense.

The Company shall maintain the swimming pool water within the recommended tolerances:

Chlorine: 2.0-5.0 ppm

pH: 7.2-7.8

Calcium Hardness: 200-400 ppm

Cyanuric Acid: less than 100 ppm

At no time will the water chemistry cause a failure of permission to operate the pool granted by local health departments. In the event that the local health department revokes permission to operate a pool due to poor water quality, and the City shall be entitled to a partial refund of the contract price, determined using the following formula: (number of days closed) X (average daily portion of the contract price).

4. Repair Work/Emergency on Call Service:

The Pool Service Provider will notify the City of Stonecrest promptly regarding any required repair work. The Company will be given the opportunity to bid on said work. Likewise, the Pool Service Provider must designate a representative contact for twenty-four (24) hour on-call service in the event of pool facility emergencies. This representative must have the ability to respond to any emergencies within two (2) hours of an emergency call.

5. Supplies:

The City shall furnish all first-aid supplies as specified thru its internal contractor. The Pool Service Provider will be expected to let City know if any items need to be replaced. The City shall provide janitorial supplies (paper towels, soap, trash bags, toilet paper,

cleaners and light bulbs) for the facility. The City shall furnish water, telephone, electricity, gas, and garbage collection and pay for the same.

6. Programming:

The Pool Service Provider will work with the City of Stonecrest Athletic Coordinator to develop seasonal program offerings outside of regularly scheduled pool operational hours. These may be scheduled in the morning hours twice per week prior or after the regular pool operation hours of 12:00pm-6:00/8:00pm. These must be planned and organized no later than April 1, 2022 and will include but not be limited to:

- Water Aerobics
- Swim Team Practices and Meets
- Swim Lessons
- Age and Skill Based Swimming lessons
- Water Safety and Lifeguard Training
- Monthly Special Event Nights at the Pool

Lifeguards and pool facility operation will be requested during all swim meet practices and meets. (If any – so far we have not had the capacity or request for swim teams or swim team practice)

7. Pool Rentals

Pool rentals and birthday parties may be scheduled outside of regular public operational, programming, and swim team hours. The City of Stonecrest Parks and Recreation Department office and staff will handle the scheduling of all rentals and will communicate the rental schedule to the Company no less than seven (7) days prior to rental. The Pool Service Provider will be responsible for staffing (lifeguards) the rental based on the number of people expected.

The Pool Service Provider shall for provision of lifeguard services for pool rentals and other special programs scheduled outside public swim hours that are not listed in the above paragraph at the hourly rate of \$25.00 per hour. Each invoice submitted by the Pool Service Provider is to detail the additional cost of staffing rentals during the invoice period.

8. Pool Open and Closing:

The Pool Service Provider shall have the authority to close the facilities during inclement weather and shall be prepared to reopen the facilities if and when weather permits.

If a facility is to be closed for the day, there will be a mutual agreement by the Company and the City to close the facility to the public. The Pool Service Provider will notify the City when closing for the City to communicate to the public.

9. Post Season Service and Winterization:

The Pool Service Provider is required to submit winter service program and winterization plans for the City aquatic facility, including but not limited to:

- A. Draining all drinking fountains.
- B. Inspecting pumps and motors and notifying City of any malfunctioning equipment.
- C. Removing and storing movable equipment.
- D. Draining and storing all hoses.
- E. Draining filtration system.
- F. Removing and storing all plugs from plumbing.
- G. Backwashing filters and inspecting for any defects; cleaning elements, checking for any defects.
- H. Draining and re-lubricating chemical feeders.
- I. Leaving all valves at appropriate settings.
- J. Inspecting all pool machinery and equipment and listing parts required for the next season's operation to the City.
- K. Checking all pool plumbing and electrical systems, notifying the City of any problems.
- L. Cleaning bathhouse areas, restrooms, lifeguard room, guard dressing rooms, manager's office, breezeway entry, deck area, storage areas, etc.
- M. Draining all bathhouse plumbing and preparing with anti-freeze wherever

necessary.

- N. Draining all plumbing, removing any debris.
- O. Draining appropriate pools or provide winter treatment plans.
- P. Removing hair and debris from hair and lint traps.
- Q. An end of season inspection shall be conducted immediately upon conclusion of the pool season, and a written report submitted to the Athletic Coordinator of Parks and Recreation. The Pool Service Provider shall perform reasonable inspections of all Equipment and advise the City of needed repairs and/or replacement of defective, worn, or damaged equipment in the year end written report. At the City's request, the Pool Service Provider shall provide specifications for the repairs and/or replacement and present to the City.
- R. The Pool Service Provider shall also be responsible for inspecting pool signage and shall advise the City of any needed replacements to ensure safe pool operations. The City will be responsible for fabricating signs.
- S. The Pool Service Provider shall prepare a fall Inspection/Year-end Report to be submitted to the Athletic Coordinator of Parks and Recreation by October 15th of each year of the contract.

The winter service program is to begin immediately upon closing of the facilities in September.

The vendor will also be required to provide winter service chemical treatments, cleaning, and supervision September through April of each year.

III. PROPOSAL REQUIREMENTS

1. Request for Proposal Submission Requirements

To be entitled to consideration, bids must be submitted electronically at <https://www.biddirect.com/georgia/cityofstonecrest>

2. Preparation of Proposals

- a. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidding company's responsibility to seek clarification immediately from the City of Stonecrest Purchasing Department during the question period stated herein. **It shall be the bidder's responsibility to check <https://www.biddirect.com/georgia/cityofstonecrest> for any/all addendum(s).** Answer(s) to all questions will be given after the deadline for questions has expired and posted to the City of Stonecrest Bidnet portal.
- b. The apparent silence of the specifications and any supplement specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be of the best quality. All interpretations of specifications shall be made upon the basis of this statement.
- c. No reimbursement will be made by the City for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation. The proposal must be signed by an official authorized to bind the offeror.
- d. The City of Stonecrest desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable delivery proposal may be cause for disqualification of a bid. Each bidder shall state a definite time and avoid using the terms ASAP or approximately so many days.
- e. The City reserves the right to accept or reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.
- f. Any variation from the specifications must be clearly stated by the bidding company in writing and submitted with the proposal.

3. Category of Award

The following bid shall be awarded to one "responsive" bidder on a total lump sum price basis. Unit prices and extensions will be verified, and totals checked. Unit price extension and net total must be shown.

4. City of Stonecrest Non-Discrimination

The City does not discriminate on the basis of race, age, sex, national origin, religion, or disabilities and is an equal opportunity employer. Minority and women-owned businesses are encouraged to apply.

5. Business Enterprises

The City strongly encourages Small Business firms to participate in this RFP.

6. Permits, Taxes, Licenses, Bonds, Ordinances, and Agreements

All Corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the proposal.

7. Insurance

Within 10 days of execution of this Agreement, and at all times that this Contract is in force, the Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-6 or higher and acceptable to the City covering:

- a. Statutory Workers' Compensation Insurance
 - a. Employers Liability:
 - Bodily Injury by Accident - \$1,000,000 each accident
 - Bodily Injury by Disease - \$1,000,000 policy limit
 - Bodily Injury by Disease - \$1,000,000 each employee
- b. Comprehensive General Liability Insurance
 - a. \$1,000,000 limit of liability per occurrence for bodily injury and property damage Owner's and Contractor's Protective
 - b. Blanket Contractual Liability
 - c. Blanket "X", "C", and "U"
 - d. Products/Completed Operations Insurance
 - e. Broad Form Property Damage
 - f. Personal Injury Coverage
- c. Automobile Liability
 - a. \$ 500,000 limit of liability
 - b. Comprehensive form covering all owned, non-owned and hired vehicles.
- d. Umbrella Liability Insurance
 - a. \$1,000,000 limit of liability
 - b. Coverage at least as broad as primary coverage as outlined under Items 1, 2 and 3 above.
- e. The City of Stonecrest, Georgia, and its subcontractors and affiliated companies, their officers, directors, employees shall be named on the Certificates of Insurance as additional insured and endorsed onto the policies for Comprehensive General Liability, Automobile Liability and Umbrella Liability insurance maintained pursuant to this Contract in connection with liability of the City of Stonecrest and their affiliated companies and their officers, directors and employees arising out of Contractor's operations. Copies of the endorsements shall be furnished to the City upon execution of this Agreement. Such insurance is primary insurance and shall contain a Severability of Interest clause as respects each insured. Such policies shall be non-cancelable except on thirty (30) days written notice to the City. Any separate insurance maintained in force by the additional insured named above shall not contribute to the insurance extended by Contractor's insurer(s) under this additional insured provision.

A copy of the City's standard contract is attached as an exhibit to this RFP. Once the RFP is submitted, the material terms of this contract ARE NOT NEGOTIABLE. Failure to agree to the terms of the Agreement after award of bid shall authorize the City to reject bidder.

IV. RFP PROCESS

To be considered responsive to this RFP and to facilitate evaluations, proposals should be organized in the order of the outline given below and include the following information.

Please include a title on each page of your proposal and number pages to ensure proper identification.

1. Cover Letter
2. Executive Summary
3. Evaluation and Selection Criteria
4. Cost Proposal
5. References

1. Cover/Transmittal Letter

Each proposal must have a Cover/Transmittal Letter briefly summarizing the qualifications and experience relevant to the scope. Please include in the letter the following:

- a. Company's information including name of company (include any dba names); headquarters and parent company locations; and brief history of the company.
- b. Company's mailing address, contact person, telephone number for primary contact person, and email address.
- c. A principal or officer of the company authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

2. Executive Summary

An executive summary of not more than two (2) pages stating the firm's interest and proposed commitment to the City of Stonecrest projects and initiatives shall precede the specific required sections.

3. Evaluation and Selection Criteria

The City, at its discretion, may award the Contract to the responsible and responsive consultant submitting the proposal which is deemed to be the most advantageous to the city. The following is the evaluation criteria the city will consider in determining which proposal is most advantageous to the city:

- A. Project Personnel (25 Points)** - Successful proposals will provide resumes on all personnel to be assigned to this project. Personnel should have experience with similar projects and have the requisite background necessary to complete the proposed scope of work.
- B. Project Experience (25 Points)** - Successful proposals will have experience completing similar projects which should be demonstrated by providing describing three (3) projects that best match the scope and desired outcomes for this project. Include a list of references for these projects.
- C. Project Understanding & Approach (30 Points)** - Successful proposals shall include a narrative that presents the services the firm would provide detailing the approach, methodology, deliverables, and client meetings to be provided. A proposed **timeline** for preparation and implementation of the procurement card audit and its components.

D. Cost Proposal (20 Points) – In this section the Offeror shall outline a pricing schedule that identifies all pricing elements discussed in the proposal to accomplish the City requirements. **(See Appendix III Cost Proposal Schedule).** The proposal price should include the total cost and the corresponding hourly rates. Pricing that is identified in unit measures (prices per hour, day, week, etc.) shall also be accompanied by an estimated number of units expected to complete the task.

Scoring Criteria

Section 3	FACTOR	POINTS
<i>A</i>	<i>Project Personnel</i>	<i>25</i>
<i>B</i>	<i>Project Experience</i>	<i>25</i>
<i>C</i>	<i>Project Understanding & Approach</i>	<i>30</i>
<i>D</i>	<i>Cost Proposal</i>	<i>20</i>
TOTAL		100

The preliminary funding award resulting from this part of the Request for Proposal shall be determined by analysis of, but not necessarily limited to, the factors shown below. Points will be designated for each factor with a maximum score of 100 points.

4. References

The Responder shall provide three (3) customer/client references within the past six (6) years to include the name of the customer/client, contact person, email address, telephone number, and size of project and park system. The references should be obtained from customers/clients of comparable municipal government with approximate city size as those described in the RFP.

Other Considerations

1. All materials submitted in response to this RFP become the property of the City and will be returned only at the option of the City. The City reserves the right to use any or all ideas presented in any response to the RFP, and selection or rejection of the proposal does not affect this right.
2. After the initial review of proposals, the City may invite representatives of firms responding to this RFP to discuss the proposal with key personnel who would be engaged in the provision of services. Such interviews will be conducted for fact finding and explanation purposes and will not include negotiation. The City will not be liable for expenses incurred for any such interview.
3. Until the City acts formally to approve a contract, and until such contract is signed by both parties, the City is not legally obligated in any respect.
4. The successful responder must maintain all licenses, permits, certifications, and other authorizations necessary to provide the needed services as required by federal, state, or local laws.
5. The successful responder will be required to indemnify, defend and hold the City, its officers and employees harmless from and against all losses, claims, suits or judgments, including payment of attorneys’ fees and costs, incurred or asserted against the City as a result of or arising from the firm’s negligent acts or omissions. This provision of a contract resulting from this RFP will survive the expiration or termination of the contract.

6. During the Selection Process, the City reserves the right for any reason deemed appropriate by the City: to waive portions of the RFP; to waive any minor informality in the proposal; to request "best and final" offers; to reject any and all Proposals; to terminate the RFP; and to issue a new RFP.

V. TIMELINE FOR RFP

The proposal shall follow the below time period:

February 16, 2023	Release of RFP
N/A	Pre-Bid Conference
March 3, 2023	Deadline for Questions at 5:00 p.m.
March 5, 2023	Responses to Questions Posted on via Bidnet
March 16, 2023	Submission of Bids Due by 2:00 p.m.
TBD	Interview of top recommendations
March 2023	Recommendation at Council Meeting
April 2023	Anticipated Notice to Proceed
TBD	Renewal Date

Award of Contract

The Purchasing Department will open the Proposals and prepare a register of those responders submitting proposals. All proposals shall remain firm for forty-five (45) calendar days after the Proposal opening.

Before awarding the RFP, the City may request additional information from Responders. The City reserves the right to reject any and all Proposals if it determines that the criteria set forth has not been met or for any other reason in its sole discretion.

The RFP contract will not necessarily be awarded to the Responder submitting the Proposal that receives the highest rankings or submits the highest financial proposal. The City will award the contract to only one responsive and responsible Responder submitting the most advantageous proposal taking into consideration the evaluation criteria, responsiveness of the proposal to the RFP Requirements, program goals and objectives, and overall costs to the City.

The selected proposal will be presented to the City of Stonecrest Mayor and City Council for formal acceptance and authorization of an Agreement.

Proposal Rejections

The City reserves the right to accept or reject any and all responses and to waive technicalities as deemed to be in the best interest of the City.

Proposals will be rejected from any party (as an individual or as part of a partnership or entity) who:

- Is delinquent in the payment of property or other taxes with Stonecrest;
- Is delinquent in the payment of a loan(s) with the City;
- Has had property acquired through foreclosure or a judgment within the past ten (10) years.
- Has outstanding judgments or debts owed to the City;
- Has been convicted of a felony that affects property or neighborhood stability, health, safety or welfare.

Public records and tax and court records will also be checked prior to award of contract. If these conditions exist, the City may terminate the Contract.

Disclaimer/Reservation of Rights

The City does not make representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP.

The City reserves the right to extend the deadline for submission of Proposals, to request supplementary information, to conduct interviews with any or all of the bidders submitting proposals, to waive minor informalities, and to reject any or all proposals, in whole or in part, if in its sole judgment the best interests of the City would be served in doing so. The City will reject any and all proposals when required to do so by applicable law.

Due Diligence

The Responder shall be responsible for conducting due diligence in responding to this RFP. If, after the RFP is issued but prior to the receipt of Proposals, the RFP must be amended or clarified, the purchasing agent may issue an Addendum.

DRUG FREE WORKPLACE

I hereby certify that I am a principal and duly authorized representative of _____, (“Contractor”), whose address is _____, and I further certify that:

- (1) The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-Free Workplace Act” have been complied with in full; and
- (2) A drug-free workplace will be provided for Contractor’s employees during the performance of the Agreement; and
- (3) Each Subcontractor hired by Contractor shall be required to ensure that the subcontractor’s employees are provided a drug-free workplace. Contractor shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with Contractor, _____ certifies to Contractor that a drug-free workplace will be provided for the Subcontractor’s employees during the performance of this Agreement pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated, Section 50-24-3”; and
- (4) The undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Agreement.

CONTRACTOR: _____

Date: _____ Signature: _____

Title: _____

REQUEST FOR PROPOSAL APPLICATION

This form must be completed by Responders of this RFP. Attach additional information, as needed, or as required. If you attach confidential material, clearly identify if the attachments are proprietary.

Applicant Name _____

Applicant Address _____

Applicant Phone _____ Email _____

The _____) is a Legal Entity:

- Individual(s) If multiple, identify
- Corporation
- LLC
- Joint Tenants
- Tenants in Common
- Partnership
- Other (Identify Other) _____

If not a Georgia corporation/partnership, state where organized: _____

(Attach current corporation documentation.)

Management TEAM

Other Members _____

Other Members _____

CONFLICT OF INTEREST DISCLOSURE

The following information must be disclosed:

1. List the names of all persons having a financial interest in the consultant's business.

2. If any person identified pursuant to (1) above is a corporation or partnership, list the names of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

3. If any person identified pursuant to (1) above is a nonprofit organization or a trust, list the names of any person serving as director of the nonprofit organization or as trustee or beneficiary or trustor of the trust.

4. List the address of any property owned by the Consultant or principals identified in (2) that is located in Stonecrest and/or DeKalb County.

(NOTE: Attach additional pages, as necessary.)

Person is defined as: Any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust receiver, syndicate, this and any other group or combination acting as a unit.

Authorized Signature of Responder

Date

CERTIFICATE AND ACKNOWLEDGEMENT

Applicant certifies that it as individual or member of a corporation or partnership is not now and will not be at contract execution in violation of the following policies:

- YES NO Delinquent in the payment of taxes due to the City of Stonecrest.
- YES NO Building or health code violations on property owned that is not being actively abated;
- YES NO Been convicted of a felony crime that affects property or neighborhood stability or safety;
- YES NO Have any outstanding judgments or debts to the City;
- YES NO Have no past due loan(s) with the City;
- YES NO Been subject to a foreclosure within the previous ten (10) years;
- YES NO Been involved in litigation relating to a project either voluntary or involuntary within the past five (5) years; and
- YES NO Been adjudged bankrupt either voluntary or involuntary within the past ten (10) years.

I/We acknowledge understanding of the above policies and certify that none of the individuals or members of a corporation or partnership are in violation. I certify that this information is true and correct.

I/We further certifies that the information and exhibits comprising this RFP are true and correct. Unsigned/undated submissions will not be considered.

CERTIFICATION OF AUTHORIZED REPRESENTATIVE:

I _____ as Authorized Representative for _____, hereby certify that all information and materials submitted in response to this RFP are true and accurate to the best of my knowledge and belief. I understand that any attempt to falsify information in this application shall result in disqualification. Further, I hereby consent to requests that the City may make of third parties for information to substantiate information provided in this RFP, and I authorize third parties to release such information to the City.

Authorized Signature of Responder

Date

Print or type name

Authorized Signature of Responder

Date

Print or type name

2022-021
Proposal Number

REQUEST FOR PROPOSAL CHECKLIST

It is the Proposer's responsibility to read the RFP fully to determine all necessary information/documents are submitted in order for the Proposal to be considered complete. You may use the checklist below as a guide to assist with providing the requested information.

PROJECT: _____

PROPOSAL NO: _____

- The proposal has been signed by an authorized principal or authorized official of the firm.
- No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.
- We are prepared to provide the insurance required in this solicitation.
- Completion of Conflict of Interest Disclosure
- Completed Certificate and Acknowledgement
- We acknowledge that the City of Stonecrest does not provide Workers' Compensation to Contractors, Subcontractors or any tier and as such is not responsible or legally liable for Contractor workers' injuries, including death.
- We have included the following **NOTARIZED** Georgia Security and Immigration Compliance documents with our bid:
 - ***Immigration and Security Form**
 - ***Sub-Contractor Affidavit**
 - * **Affidavit**

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this _____ day of _____, _____

(Name of Organization)

(Title of Person Signing)

(Signature)

(Bid Number)

ACKNOWLEDGEMENT

STATE OF _____)

COUNTY OF _____)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public Signature

My Commission Expires: _____

APPENDIX I

CITY OF STONECREST CONTRACT AGREEMENT

PROFESSIONAL SERVICES

AGREEMENT BETWEEN THE CITY OF STONECREST AND _____ FOR REQUEST FOR PROPOSAL NO. 2022-021, Everett Park – Parking lot and Kayak Launch Design

This Agreement (the “Agreement”) is made this ___ day of _____, 2023, by and between _____ (hereinafter referred to as “Company”), and the City of Stonecrest, Georgia (“City”).

WITNESSETH:

WHEREAS, Company is engaged in the business of providing the necessary materials and labor to complete the Work in the manner therein specified within the time specified, as therein set forth; and

WHEREAS, the City of Stonecrest seeking Proposals for the Everett Park – Parking lot and Kayak ramp design; and

WHEREAS, Company is willing and able to render said services.

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the parties hereto agree as follows:

1. SERVICES

Company agrees to render services (the “Services”) to the City to furnish all specified materials or approved equivalent, equipment, and labor to complete the required renderings and assessments as described in its entirety to the specifications as directed and the terms of this contract including all incidentals as directed by the City Manager or his representative or as set forth in Exhibit “A” specifically as detailed in the Scope of Services. Company agrees to perform the Services at the direction of the appropriate department head, or his designee, in the manner and to the extent required by the parties herein, as may be amended hereafter in writing by mutual agreement of the parties.

2. COMPENSATION

a. Fee. In consideration for Services, City shall pay to Company a fee not to exceed the cost described in the Proposal, incorporated herein as Appendix III.

b. Manner of Payment. The City agrees to pay said invoices within thirty (30) days of receiving same. As the City is a local government entity and thus exempt from sales taxation, notwithstanding the terms of the proposal, Company acknowledges that the City shall not be responsible for payment of any sales taxes on any invoices submitted for the services provided under this Agreement.

3. RELATIONSHIP OF PARTIES

a. Independent Contractors. Nothing contained herein shall be deemed to create any relationship other than that of independent contractor between City and Company. This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement between City and Company. It is expressly agreed that Company is acting as an independent contractor and not as an employee in providing the Services under this Agreement.

b. Employee Benefits. Company shall not be eligible for any benefit available to employees of the City including, but not limited to, workers' compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, or savings plans.

c. Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to Company under this Agreement. Company shall be responsible for all FICA, federal and state withholding taxes and workers' compensation coverage for any individuals assigned to perform the Services for the City.

4. CONTRACT PERIOD

The contract period for this contract shall be upon execution of this contract. The agreement shall remain valid through the end of the calendar year. Unless otherwise, terminated pursuant to the provisions herein, this agreement shall automatically renew at the end of the initial term and terminate at the end of each succeeding calendar year for which it may be renewed, for a total term not to exceed 5 years, unless the City provides written notice of non-renewal to Contractor thirty (30) days prior to the expiration of the applicable renewal term.

5. TERMINATION FOR CAUSE AND FOR CONVENIENCE

Either party shall have the right to terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within ten (10) days of receipt of a notice from the other party specifying such default. "Default" shall mean:

- a. If the City fails to make payments when due or fails to perform or observe any of its duties or obligations under the terms of this Agreement.
- b. If Company fails to perform or observe any of its duties or obligations under the terms of this Agreement.
- c. If either the City or Company shall have made any warranty or representation in connection with this Agreement which is found to have been false at the time such warranty or representation was made and is materially harmful to the other party.

This Agreement may also be terminated by the City for convenience by giving Company written notice sixty (60) days prior to the effective date of termination.

6. COMPENSATIVE IN EVENT OF TERMINATION

If this Agreement is terminated by the City for convenience, Company shall be exclusively limited to receiving only compensation for the pro-rata work performed and appropriately documented to and including the effective date identified in the written termination notice, but in no event shall Company receive less than a prorated amount of the service fees hereunder. Any amount over the amount otherwise due by the City for the services provided prior to the termination date shall be refunded by the Company within ten (10) days of the date of termination, with the exception of any costs incurred by the Company in removal of equipment and shutting down the project, which costs shall be borne by the City in the event of termination for convenience.

7. TERMINATION OF SERVICES AND RETURN OF PROPERTY

Upon the expiration or earlier termination of this Agreement, Company shall immediately terminate the Services hereunder and shall deliver promptly to the City all property relating to the Services that is owned by the City.

8. STANDARD OF PERFORMANCE AND COMPLIANCE WITH APPLICABLE LAWS

Company warrants and represents that it possesses the special skill and professional competence, expertise and experience to undertake the obligations imposed by this Agreement. Company agrees to perform in a diligent, efficient, competent and skillful manner commensurate with the highest standards of the profession, and to otherwise perform as is necessary to undertake the Services required by this Agreement, including the requirements set forth in the Certification of Sponsor Drug Free Workplace. Company warrants and represents that it will, at all times, observe and comply with all federal, state, local and municipal ordinances, rules, regulations, relating to the provision of the Services to be provided by Company hereunder or which in any manner affect this Agreement.

9. CONFLICT OF INTEREST

Company warrants and represents that:

- a. The Services to be performed hereunder will not create an actual or apparent conflict of interest with any other work it is currently performing; and
- b. Company is not presently subject to any agreement with a competitor or with any other party that will prevent Company from performing in full accord with this Agreement; and
- c. Company is not subject to any statute, regulation, ordinance or rule that will limit its ability to perform its obligations under this Agreement. The parties agree that Company shall be free to accept other work during the term hereof; provided, however, that such other work shall not interfere with the provision of Services hereunder.

10. PROPRIETARY INFORMATION

Company acknowledges that it may have access to and become acquainted with confidential and other information proprietary to the City including, but not limited to, information concerning the City, its operations, customers, citizens, business and financial condition, as well as information with respect to which the City has an obligation to maintain confidentiality (collectively referred to herein as “Proprietary Information”). Company agrees not to disclose, directly or indirectly, to anyone or to use or to allow others to use, for any purpose whatsoever, any Proprietary Information of any type, whether or not designated confidential or proprietary, acquired in the course of performing under this Agreement. The obligations of Company under this section shall survive the termination of this Agreement.

11. INSURANCE

Company agrees to defend, indemnify and hold harmless the City of Stonecrest, its officers, employees and agents, to the extent allowed by applicable law, from and against any and all third party claims, losses, liabilities or expenses (including, without limitation, attorneys’ fees) which may arise, in whole or in part, out of a breach by the Indemnitor of its obligations under this Agreement.

12. ASSIGNMENT

Company shall not assign this Agreement without the prior express written consent of the City. Any attempted assignment by Company without the prior express written approval of the City shall at the City’s sole option terminate this Agreement without any notice to Company of such termination.

13. NOTICES

All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given when delivered personally in hand, or when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the parties:

If to the City:

City Manager
Stonecrest City Hall
3120 Stonecrest Blvd.
Stonecrest, Georgia 30038

With copies to:

City Attorney
Fincher Denmark, LLC
8024 Fair Oaks Court
Jonesboro, Georgia 30236

If to the Company:

14. GOVERNING LAW AND CONSENT TO JURISDICTION

This Agreement is made and entered into in the State of Georgia and this Agreement and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Georgia without giving effect to the principles of conflicts of laws. The jurisdiction for resolution of any disputes arising from this Agreement shall be in the State Courts of DeKalb County, Georgia.

15. WAIVER OF BREACH

The waiver by either party of a breach or violation of any provision of this Agreement shall not operate or be construed to constitute a waiver of any subsequent breach or violation of the same or other provision thereof.

16. SEVERABILITY

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

17. ENTIRE AGREEMENT

This Agreement which includes the exhibits hereto contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior discussions, representations and understandings, whether oral or written. This Agreement incorporates the Company's Scope of Services". In case of conflict between any term of the Company's Proposal and this Agreement, the terms of this Agreement shall control unless otherwise stated herein.

19. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Offeror's full compliance with all applicable federal and state security and immigration laws, including without limitation O.C.G.A. § 13-10-90, *et seq.* as amended and Georgia Department of Labor Rule 300- 10-1, *et seq.* is a

condition for the contract bid and any contract award. Offeror is required to affirm compliance by completing and returning all three (3) Georgia Security and Immigration Compliance documents (Appendix I) with Offeror's Proposal.

Pursuant to O.C.G.A. § 13-10-91 no Offeror or subcontractor may propose a contract or enter into a contract with a public employer for the physical performance of services unless the Offeror or subcontractor is registered with and

participates in the federal work authorization program to verify information of all newly hired employees and provides certain required affidavits. Any Offeror, subcontractor, or sub-subcontractor of such Offeror or subcontractor, shall also be required to satisfy the requirements set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement through their duly authorized representatives.

Company: _____

By: _____

Title: _____

Date: _____

City of Stonecrest, Georgia

By: _____

Title: Mayor _____

Date: _____

Approved as to form:

City Attorney

Attest:

City Clerk

APPENDIX II

GEORGIA IMMIGRATION AND SECURITY FORMS



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor(s) Name: _____

Address: _____

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

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

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stonecrest within five (5) business days after any subcontractor(s) is/are retained to perform such service.

E Verify™ Company Identification Number

Date of Authorization

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

Date

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE

____ DAY OF _____, 201__

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

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



APPENDIX III

COST PROPOSAL SCHEDULE

REQUEST FOR PROPOSAL NO. 2023-006
BROWNS MILL AQUATIC CENTER LIFEGUARDS AND POOL MAINTENANCE

COST PROPOSAL SCHEDULE

Submit electronically via Bidnet

REQUEST FOR PROPOSAL NO. 2023-006
BROWNS MILL AQUATIC CENTER LIFEGUARDS AND POOL MAINTENANCE

SUBMISSION COVERSHEET

COMPLETE AND RETURN THIS PAGE ALONG WITH THE LIST OF ITEMS BELOW

REQUEST FOR PROPOSAL
No. 2023-006

BROWNS MILL AQUATIC CENTER LIFEGUARDS AND POOL MAINTENANCE

Company Name			
Contact Person			
Address			
Email		Phone	

You must complete and submit copies of the following items:

1. **SUBMISSION COVERSHEET** (this completed document)
2. **PROVIDE ALL INFORMATION** for services proposed.
3. **REFERENCES and CLIENTS LIST** (completed reference and client list form)
4. **E-VERIFICATION DOCUMENTATION – Contractor Affidavit**
5. **COST PROPOSAL FORMS.** Complete the Cost Proposal form(s) VIA BIDNET

By submitting a response to the RFP, the supplier is acknowledging that the supplier:

1. Has read all the information and instructions,
2. Agrees to comply with all the terms and conditions and information and instructions contained in this RFP.

Signature of Person Authorized to Sign on Behalf of the Offeror:

Printed Name/Title:

REQUEST FOR PROPOSAL NO. 2023-006
BROWNS MILL AQUATIC CENTER LIFEGUARDS AND POOL MAINTENANCE

REFERENCE SHEET

In the space provided below, please list a minimum of three (3) references giving the name, address, phone and contact person of companies, organizations, or agencies for whom you have provided services like those requested in the RFP.

Name of Company:	_____
Address:	_____

Phone Number:	_____
E-mail Address:	_____
Contact Name:	_____

Name of Company:	_____
Address:	_____

Phone Number:	_____
E-mail Address:	_____
Contact:	_____

Name of Company:	_____
Address:	_____

Phone Number:	_____
E-mail Address:	_____
Contact:	_____