



## City of Commerce

P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529  
Phone: (706) 335-1893  
Email: [ccase@commercega.gov](mailto:ccase@commercega.gov)

### **NOTICE: REQUEST FOR PROPOSAL**

The City of Commerce is soliciting proposals from qualified contractors to provide Schematic Design (SD) and Construction Documents (CD) package including Architectural, Structural Engineering, and MEP Engineering as needed under PE seal, to renovate existing 3200 sq ft "butler building" style facility located at Chaney Park, 126 Ridgeway Street, Commerce, Georgia 30529. Attached hereto are the general conditions, technical specifications, and submittal format:

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by a written addendum from The City of Commerce. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by The City of Commerce.

Submittals are to be sealed, marked with the vendor's name and address, and labeled: **"RFP 24-011"** and delivered to:

City of Commerce  
P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529  
Attn: Finance Director

Due no later than June 25, 2024, by 2:30 pm local time prevailing. Any proposals received after this time will not be accepted. The City of Commerce reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the city.

**Inquiries regarding this Request for Proposal (RFP) are encouraged to contact Christy Case, Finance Director, by email at [ccase@commercega.gov](mailto:ccase@commercega.gov).**

The City of Commerce does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required to fully participate in any open meeting, program or activity should be directed to City Hall at 706-335-3164.

The written proposal documents supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified in writing of award.

**We look forward to your bid and appreciate your interest in the City of Commerce.**

**City of Commerce**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**Chaney Park Pavilion**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

June 25, 2024, 2:00 pm local time prevailing

**City of Commerce**  
P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE  
THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE  
RESPONSIBILITY OF THE OFFEROR.

**CITY OF COMMERCE  
REQUEST FOR PROPOSAL  
FOR  
Chaney Park Pavilion**

**SECTION I - REQUEST FOR PROPOSAL OVERVIEW**

**1.0 PURPOSE**

The City of Commerce is soliciting proposals from qualified contractors to provide Schematic Design (SD) and Construction Documents (CD) package including Architectural, Structural Engineering, and MEP Engineering as needed under PE seal, to renovate existing 3200 sq ft "butler building" style facility located at Chaney Park, 126 Ridgeway Street, Commerce, Georgia 30529.

**1.1 INFORMATION TO VENDORS**

**RFP TIMETABLE**

The anticipated schedule for the RFP is as follows:

RFP Available	<b>May 20, 2024</b>
<b>Mandatory</b> Pre-Proposal Conference	<b>June 4, 2024 2:00 pm local time</b>
Deadline for questions	<b>June 12, 2024</b>
Submittal deadline	<b>June 25, 2024</b>

**1.2 RFP SUBMISSION:**

One (1) original, one (1) copy, and one (1) fully executable electronic copy (PDF) of the complete signed submittal must be received by submittal deadline (see 1.1). Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the RFP Number and title to:

**City of Commerce**  
P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529  
Attention: Christy Case

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 a.m. and 3:30 p.m. ET, Monday through Friday, excluding holidays observed by the City of Commerce.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or

envelope used by such service. The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

### 1.3 CONTACT PERSON & INQUIRES:

Vendors are encouraged to contact **Christy Case, Finance Director, email at [ccase@commercega.gov](mailto:ccase@commercega.gov)** clarify any part of the SCOPE or purpose of this RFP or questions pertaining to submittal requirements. All questions that arise must be submitted prior to five (5) business days before the submittal due date (see 1.1) and shall be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal. Vendors may not contact any elected official or other City of Commerce employee to discuss the proposal process or proposal opportunities. Contact of this nature will result in immediate disqualification of the vendor.

### 1.4 ADDITIONAL INFORMATION/ADDENDA

The City of Commerce will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Addenda will be published at [www.commercega.gov](http://www.commercega.gov) under the “Doing Business Here” tab. Vendors are encouraged to check this site regularly for immediate access to issued addenda. RFP information can also be requested as stated above (1.3).

***Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor’s receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner’s requirements***

### 1.5 LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Commerce assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

### 1.6 REJECTION OF PROPOSALS

The City of Commerce may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. ***Submittals received after said time or at any place other than the time and place will not be considered.***

### 1.7 MINIMUM RFP ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 60 days from the date specified for receipt of submittals.

### 1.8 NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and

that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a proposal, the vendor represents and warrants that no official or employee of the City of Commerce has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

#### 1.9 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Commerce, or any work performed in connection therewith is the responsibility of the vendor(s).

#### 1.10 RFP OPENING

RFP submittal prices will be opened and reviewed by a selected committee. A list of names of firms responding to the RFP may be obtained from Finance Director, Christy Case, after the RFP due date and time stated herein. There will be a public opening and a Tally Sheet will be available on the City's website or at adequate request following the deadline.

#### 1.11 TAXES

Selected vendor will be provided with The City of Commerce Sales and Use Tax Certificate of Exemption number upon request.

#### 1.12 VENDOR INFORMATION

All submissions shall include a complete vendor information and current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide the Purchasing Agent with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal.

#### 1.13 INSURANCE

Selected vendor will be required to provide proof of liability and workman's compensation insurance before work can begin on this City's project. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the vendor is a government entity or a self-insured organization, different insurance requirements may apply.

The vendor shall procure and maintain for the life of the Contract/Agreement Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance. A thirty (30) day notice of cancellation is required and must be provided to the City of Commerce via Certified Mail.

#### 1.14 TERMINATION

Federal, State, and other Local government agencies may terminate this agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not

appropriated for equipment or services that replace those contracted for under this agreement. Customer shall be obligated for any future annual period if Company is not notified in writing at least thirty (30) days prior to the beginning for the annual period for which non-appropriation is being claimed.

#### 1.15 ANTI-DISCRIMINATION

By submitting a response to this RFP, all perspective contractors certify to The City of Commerce they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, in every contract of over \$10,000 the provisions in 1.15.1 and 1.15.2 below apply:

1.15.1 During the performance of this contract, the contractor agrees as follows:

- 1.15.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 1.15.1.2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- 1.15.1.3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 1.15.1.2 The contractor will include the provisions of 1.15.1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

#### 1.16 ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b) (1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- 1.16.1 The form must be signed by an authorized officer of the contractor or their authorized agent.
- 1.16.2 The form must be notarized.
- 1.16.3 The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the City of Commerce and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the City of Commerce a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

### 1.17 SUBMISSION REQUIREMENTS

To facilitate evaluation of Proposals please submit the following:

1.17.1 One (1) fully executable electronic copy of the response (in Word or .pdf format).

1.17.2 Two (2) paper versions of the bid. **The original shall be clearly marked “original”.**

1.17.3 The proposals shall be prepared with a straightforward, concise delineation of the vendor’s capabilities to satisfy the requirements of this RFP.

### 1.18 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the Bid.

### 1.19 CITY GOVERNMENT

The City of Commerce operates under a council-manager form of government. This system of local government utilizes the strong political leadership of elected officials in the form of the City Council. The City Manager is hired to serve the council and the community and to bring the local government the benefits of training and experience in administering local projects and programs on behalf of the governing body. It is anticipated that the vendor may be required to make one or more appearances at City Council meetings to answer questions and present results. The documentation provided in this request for proposal is intended to provide a common methodology of development and basic technical skills for proposal purposes.

### 1.20 BONDING

1.20.1 A performance bond in the amount equal to 100% of the contract amount will be required upon contract.

1.20.2 A bid bond is not required for this RFP.

## **SECTION II - GENERAL CONDITIONS**

### 2.0 PURPOSE

The City of Commerce is soliciting proposals from qualified contractors to provide Schematic Design (SD) and Construction Documents (CD) package including Architectural, Structural Engineering, and MEP Engineering as needed under PE seal, **to renovate existing 3200 sq ft "butler building" style facility located at Chaney Park, 126 Ridgeway Street, Commerce, Georgia 30529.**

### 2.1 CONTRACT PERIOD

Any contract resulting from this RFP shall not exceed a period of 60 days from the time the notice to proceed is provided until completion of the project unless agreed to in writing by both parties. The sample contract provided with this RFP will be used to engage the vendor selected as a result of this RFP process. To that end it requests proposals from qualified firms that meet the specifications listed herein.

### 2.2 CONTRACT LABOR COST DETAILS

Project cost shall be submitted in totality, as this is a turnkey project. An itemized breakdown of supplies, materials, travel, shipping, labor, etc. can be helpful during the review process.

### 2.3 CERTIFICATIONS REQUIRED

The successful contractor shall provide details of operator qualifications for all employees that will be part of the installation or construction. The operator qualifications reports may be required before any construction can begin. A copy of the successful contractor's drug and alcohol testing plan may also be required along with the latest PHMSA Drug and Alcohol Testing Data. While under contract with the City of Commerce this PHMSA Drug and Alcohol Testing Data may be requested by the City throughout the life of the contract.

### 2.4 ADMINISTRATION

The project will be administered by the City of Commerce through the Finance Director being the main point of contact for all questions during the proposal period. The **Recreation Director** will be the main point of contact once the project is initiated.

### 2.5 PROCEDURES & MISC. ITEMS

2.5.1 All questions shall be submitted in writing (e-mail is acceptable) and will be communicated to all firms responding to this RFP.

2.5.2 All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the City of Commerce. All such materials shall remain the property of the City of Commerce and will not be returned to the respondent.

2.5.3 All respondents to this RFP shall hold harmless the City of Commerce, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The City of Commerce reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The City of Commerce also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the City of Commerce shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

2.5.4 Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, the City of Commerce reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

2.5.5 Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however. Payment will be processed after completion of all construction and the successful testing of all installed products. It is the City's intention to complete the project and payment prior to December 31, 2024.

2.5.6 In case of failure to deliver goods in accordance with the contract terms and conditions, The City of Commerce, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the City of Commerce may have.



2.5.7 By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the State of Georgia.

2.5.8 Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. The contractor shall comply with applicable federal, state, and local laws and regulations.

2.5.9 It is understood and agreed between the parties herein that the City of Commerce shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

### 3.0 PROJECT SCOPE

The City of Commerce is soliciting proposals from qualified contractors to provide Schematic Design (SD) and Construction Documents (CD) package including Architectural, Structural Engineering, and MEP Engineering as needed under PE seal, to renovate existing 3200 sq ft "butler building" style facility located at Chaney Park, 126 Ridgeway Street, Commerce, Georgia 30529.

#### 3.1 SPECIFICATIONS

##### Deliverables

- Schematic Design (SD) and Construction Documents (CD) package including Architectural, Structural Engineering, and MEP Engineering as needed under PE seal.

##### Design Scope Summary/ Notes

- Field visit to conduct survey and interview.
- SD Package to convey design intent w/ annotations for concept and preliminary budgeting. The package consists of annotated demo and new plans w/ an elevation and or section to demonstrate general design and basic information.
- Once SD is approved by client, CD package under PE seal includes all engineering disciplines needed to permit and construct.
- Site visits (3) +/- to observe during *I* prior to construction.
- Excluded: All site work and civil work, any specialty consulting outside of Architectural, Structural Engineering, and MEP Engineering pertaining to renovation.
- This proposal is intended for most minimal and cost-effective approach and has limited deliverables.
- The scope is to renovate the existing 3200 sq. ft. "butler building" style facility. Clients shall relocate electrical service entry and relocate existing panel to accommodate new work.
- Scope summary:
  - a) New exterior walls to surround and envelope approximately 10x40 area at rear of building under existing roof. Provide exterior cem. Brd. Siding/ finish on type VB construction.
  - b) Replace existing roof like and kind.
  - c) Remove all other walls except CMU walls.
  - d) Create (2) ADA compliant single stall bathrooms. Envelop existing adjacent kitchen and storage space and convert to unfinished utility area.
  - e) Bathrooms shall be conditioned.

- f) Site work and accessible route to adjacent parking by clients

### 3.2 SITE INSPECTIONS

The Bidder is advised to examine all the locations of the work and to inform himself fully as to its conditions, the conformation of the ground, the character, quality, and quantity of the products needed preliminary to and during the execution of the work; the general and local conditions and all other matters which can in any way affect the work to be done under the Contract.

### 3.3 PROJECT SCHEDULE

- 3.3.1 Commerce City Council awards the Proposal.
- 3.3.2 Contract will be signed.
- 3.3.3 Notice to proceed will be issued to vendor.
- 3.3.4 Vendor to provide a project schedule with start and completion dates.

## **SECTION THREE – PROPOSAL FORMAT**

### 4.0 PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Each vendor is required to submit the proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City of Commerce. Vendors should be sure they have included an **electronic copy** of the response as part of their proposal. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

### 4.1 EXECUTIVE SUMMARY AND MANDATORY SUBMITTALS

The Executive Summary portion of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

### 4.2 COMPANY BACKGROUND

Vendors must provide the following information about their company so that the City can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a vendor to provide additional support and/or clarify requested information. The vendor should outline the company's background, including:

- 4.2.1 How long the company has been in business.
- 4.2.2 A brief description of the company size and organization.
- 4.2.3 The number of and history of other public sector construction projects.

### 4.3 CLIENT REFERENCES

Vendors should provide at least five (5) client references that are similar in size or complexity to the City of Commerce, located in the state of Georgia. Information should include at the minimum: name of client reference, name of agency, address, telephone, and e-mail.

#### 4.4 BID SHEET

The vendor shall include an overall lump sum cost of the project. This format is a minimum requirement; vendors should add additional information to give a full picture of itemized service expenses. The vendor will present, in detail, features and capabilities of the proposed products. Please reference the “Project Scope” to gain insight on what applications will be needed.

#### 4.5 ADDENDA

If revisions become necessary, the City will provide written addenda to all vendors who have received the RFP. Said addenda will be posted on the City’s website. **All addenda issued by the City must be so noted on any bids that are submitted to the City.** Vendors shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive bid.

### **SECTION IV - SELECTION**

#### 5.0 FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, the project representative will make a recommendation to the City Council of Commerce. Following approval, the City will complete contract negotiations. The City of Commerce reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and or all proposals. Every vendor submitting a proposal must complete the form showing compliance with the **Illegal Immigration Reform and Enforcement Act of 2011, OCGA §13-10-90(b)(1)**. The form is provided with this RFP.

##### 5.1 Evaluation Method

The City will evaluate all proposals deemed responsive to this request by a committee selected by the City of Commerce. One vendor will be awarded.

##### 5.2 Selection Criteria

Responses to this RFP will be scored according to the following criteria:

- 5.2.1 References - 10 points
- 5.2.2 Overall Cost & Pricing - 50 Points
- 4.2.3 Approach to project – 20 Point
- 4.2.4 Company Background – 20 Points

## **Required Forms for Submission**



**EXECUTION OF PROPOSAL**

DATE: \_\_\_\_\_

The potential vendor certifies the following by placing an "X" in all blank spaces:

- \_\_\_ That this proposal was signed by an authorized representative of the firm.
- \_\_\_ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

\_\_\_\_\_  
Business Contact Representative

Operational Contact Representative

---

Vendor's Name

Federal ID #

---

Address

---

Phone

Fax

---

Email

---

Authorized Signature

Date

---

Typed Name & Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Notary Public



**ADDENDA ACKNOWLEDGEMENT**

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The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_  
Addendum No \_\_\_\_\_  
Addendum No. \_\_\_\_\_  
Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative  
(Signature)

\_\_\_\_\_  
(Date)

***Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.***



**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Name of Contracting Entity: \_\_\_\_\_  
Contract No. and Name: \_\_\_\_\_  
Contract Date: \_\_\_\_\_

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 Commerce 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 Commerce at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify User Identification Number \_\_\_\_\_ Date of Authorization \_\_\_\_\_

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

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

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_ [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



# City of Commerce

PO Box 348  
 Commerce, Georgia 30529  
[www.commercega.gov](http://www.commercega.gov)



## VENDOR REGISTRATION FORM

### COMPANY CONTACT

<b>COMPANY NAME</b>		<b>MAILING ADDRESS</b>	
<b>TELEPHONE</b>			
<b>FAX</b>			
<b>EMAIL</b>		<b>WEBSITE</b>	
<b>POINT OF CONTACT NAME &amp; TITLE</b>		<b>CONTACT EMAIL</b>	
<b>CONTACT PHONE 1</b>		<b>CONTACT PHONE 2</b>	

### COMPANY OVERVIEW

<b>GENERAL DETAILS OF SERVICES / GOODS</b>			
<b>DATE COMPANY ESTABLISHED</b>		<b>GROSS ANNUAL SALES</b>	
<b>GEOGRAPHIC SERVICE AREA</b>		<b>LEGAL STRUCTURE</b>	
<b>BUSINESS TYPE</b>		<b>YEARS PREVIOUSLY REGISTERED</b>	
<b>INSURED?</b>		<b>BONDED?</b>	
<b>LICENSED?</b>		<b>LICENSE NUMBER</b>	
<b>ADDITIONAL INFO</b>			

### BANKING INFORMATION

<b>BANK NAME</b>		<b>BANK ADDRESS</b>	
<b>BENEFICIARY NAME</b>			
<b>ACCOUNT NUMBER</b>			

### CERTIFICATION

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

<b>PRINTED / TYPED NAME</b>		<b>TITLE</b>	
<b>SIGNATURE</b>		<b>DATE</b>	