



# REQUEST FOR PROPOSAL

Water Plant – Parker Dairy Lab Renovation

**RFP #24-1115-01**  
**Due December 18, 2024 by 10:00 AM**

David Sawyer, Purchasing Director  
P.O. Box 690  
702 E. Madison Street (31021)  
Dublin, GA 31040



**RFP #24-1115-01**  
**Water Plant – Parker Dairy Lab Renovation**

**RFP TERMS AND CONDITIONS**

The City of Dublin shall accept sealed proposals for the WATER PLANT – PARKER DAIRY LAB RENOVATION through **Wednesday December 18, 2024 at 10:00 A.M. EST**. Such proposals may be mailed to the City of Dublin Purchasing Office, ATTN: David Sawyer, P.O. Box 690 Dublin, GA 31040 or delivered to the City of Dublin Purchasing Office, ATTN: David Sawyer, 702 E. Madison St., Dublin, GA 31021. Said proposal submittals must be in accordance with the following conditions and specifications:

**No proposal will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent**

- To be considered, the completed proposal must be submitted in a sealed envelope, clearly marked “Request for Proposal #24-1115-01”.
- All proposals shall be complete and carefully worded and must convey all of the information requested by the City. If significant errors are found in the proposal, or if the proposal fails to conform to the essential requirements of the RFP, the City and the City alone will determine whether the variance is sufficient to warrant rejection of the proposal.
- Proposals are to be prepared simply and, in a manner, designed to provide the City with a straightforward presentation of the Proposer’s capability to satisfy the requirements of this RFP. The Proposer’s proposal must, therefore, follow the RFP format, utilizing the same section titles, schedules, and paragraphs. The City reserves the right to accept or reject any or all proposals, to waive formalities and technicalities, and to make an award in the best interest of the City.
- The Proposer shall make its proposal in the official name of the entity or individual under which business is conducted (showing an official business address).
- The Proposer shall include on the proposal the Federal Employer Identification Number (FEIN) and DUNS number of the entity issuing the proposal (or in the absence of a FEIN and DUNS number, the Social Security Number of the individual issuing the proposal).

- The Proposer shall include all applicable requested information and is encouraged to include any additional information the Proposer wishes to be considered. If the proposal includes any comments over and above the specific information requested in our RFP, the Proposer shall include this information as a separate appendix to the proposal.
- Factors to be considered in making this award, if awarded, will be job completion time, price, experience with similar projects, and references. The City will be the sole judge of the weights given these factors as follows:

Project Cost – 35%

Experience – 30%

Completion Time – 25%

References – 10%

By submitting this RFP, submitters accept the evaluation process as outlined in this document and acknowledge and accept that determination of the most qualified firm offering the best value to the City may require subjective judgments by the owner.

- Proposals will be opened in the conference room in the Purchasing Department, 702 E Madison St., Dublin, Georgia, on the hour and date specified above, local time prevailing. No proposals will be accepted after the opening time. No faxed or e-mailed proposals will be accepted. Only the name of the proposer will be read aloud at the opening. No pricing information will be disclosed until award.
- Prices quoted shall be firm prices and remain firm until project completion. If awarded, the City will issue a Notice to Proceed to the successful bidder within sixty (60) days after opening.
- Any explanation desired by any Proposer regarding this proposal must be requested in writing by **Friday, December 6, 2024**, for a reply to reach proposers before the submission of their proposal. Answers to any questions received will be posted on the City of Dublin website at [www.cityofdublin.org/purchasing](http://www.cityofdublin.org/purchasing) by the end of business on **Wednesday, December 11, 2024**. Send questions to David Sawyer, Purchasing Director, at [sawyerd@dublinga.org](mailto:sawyerd@dublinga.org).
- Payment terms are N30 unless otherwise stated in the proposal.
- It is anticipated that this project will be awarded by **December 31, 2024**. Work should commence within ten (10) days after Notice of Award.
- RFP may be withdrawn by written request only, if the request is received prior to the time and date set for the opening of bids. Negligence on the part of the bidder in preparing his bid

confers no right of withdrawal or modification of his bid after bid has been opened.

- Should either party fail to comply with the Terms and Conditions of this contract, the aggrieved party must give, in writing, to the other party any complaint for non-compliance to the Terms and Conditions of this contract. The other party shall have fifteen (15) calendar days to correct the matter. If corrected to the satisfaction of both parties within the fifteen (15) calendar days and stated in writing, then the contract will continue un interrupted. Failure to correct the matter will result in termination of this contract at the end of the thirty (30) calendar days following the date of the initial letter of complaint.
- All responses and supporting materials as well as correspondence relating to this RFP become property of the City of Dublin when received. Any proprietary information contained in the response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.
- All applicable Federal and State of Georgia laws, City of Dublin ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the respondents throughout and incorporated herein.
- Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.
- No response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that is in arrears to the City of Dublin with respect to any debt, or is in default with respect to any obligation to the City of Dublin.
- By submitting a response to this RFP, Offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFP.
- All forms in the RFP package requiring signatures must be returned with the proposal (Non-Collusion Affidavit, Contractor and Subcontractor Affidavits, and SAVE Compliance). Please mark N/A on a form if it is not applicable.
- Email David Sawyer, Purchasing Director, at [sawyerd@dublinga.org](mailto:sawyerd@dublinga.org) should you have any questions.

## **A. EVALUATION AND AWARD CRITERIA**

### **1. EVALUATION TEAM**

An internal Evaluation Team will conduct proposal evaluations.

### **2. AWARD CRITERIA**

The Evaluation Team shall evaluate each of the Proposals using the criteria and applying the percentages as set forth in the percentages below. The City reserves the right to request Proposers to appear for an additional presentation followed by a question-and-answer period, in order to further evaluate qualifications. The additional presentations, if any, will be scored and combined with prior scoring to determine the successful Proposer. The City is not obligated to accept the lowest cost proposal. The City may also award to other than the highest ranked proposer if the price submitted by that proposer is more than the budget available for the project. If made, the award will go to the Proposer providing the most responsive, responsible proposal that provides the best overall value and service to the City. As further outlined below, the award, if any, will take into consideration several factors, including the soundness and flexibility of the proposal, functional capability, quality of performance, quality of service, the time specified in the proposal for the performance, ability to provide support, overall cost, and the Proposer's references. Prior to award, the City may conduct such further discussions and negotiations as contemplated by and allowed for under the City's Procurement Policy Guidelines. The City shall have the authority to reject all bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby. The internal Evaluation Team will make their recommendation to the City Council.

Proposals shall be considered only from Proposers who are regularly established in the business called for, and who in the judgment of the City are financially responsible and able to demonstrate sufficient evidence of their reliability, ability, experience, facility and personnel directly employed or supervised by the Proposer. The proposer must be able to render prompt and satisfactory service in the volume called for under the award. The City may make such an investigation, as it deems necessary to determine the ability of the Proposer to perform the work. Proposer shall furnish to the City all such information and data as the City may request, including, if requested, a detailed description of the method and program of the work which the Proposer proposes to perform. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the City that such Proposer is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional proposals will not be accepted.

### **3. AWARD OF CONTRACT**

If awarded, the Notice of Award will be posted on the City's website at: [www.cityofdublin.org](http://www.cityofdublin.org). The award shall be made to the responsive, responsible Proposer whose proposal is determined to be the most advantageous to the City based on the criteria discussed herein.

If awarded, the Agreement will be awarded to the responsible and responsive Proposer whose proposal is determined in writing to be in the best interest of the City. The City will be the sole judge as to whether a proposal has or has not satisfactorily met the requirements of this RFP. The agreement between the City and the successful Proposer will incorporate this entire solicitation, all applicable amendments, and the successful Proposer's proposal.

## **B. CONTRACT MATTERS**

### **1. EXECUTION OF AGREEMENT.**

The Successful Proposer shall sign and deliver the Agreement and such other required Contract Documents to the City within ten (10) Calendar Days after the Notice of Award has been received by the Proposer.

### **2. DELIVERY OF CERTIFICATES OF INSURANCE AND BONDS**

When the Successful Proposer delivers the executed Agreement to the City, the Successful Proposer shall also deliver to the City such Payment Bonds, Performance Bonds, and Certificates of Insurance as may be required.

### **3. CHANGE ORDERS**

All change orders must be authorized in writing by the Purchasing Director. The City shall not be bound to any change in the original purchase order or contract without prior written approval of the City Manager or City Council

### **4. SUBCONTRACTS**

The proposer shall not subcontract work hereunder without the prior written consent of the City, and any such subcontract without the consent of the City shall be null and void. If Proposer proposes to subcontract any of the work hereunder, it shall submit to the City the name of each proposed subcontractor, with the proposed scope of work which its subcontractor is to undertake. The City shall have the right to reject any subcontractor which it considers unable or unsuitable to satisfactorily perform its duties. The proposer shall not enter into any cost reimbursable agreements with any proposed subcontractor without the City's prior written authorization. Notwithstanding any consent by the City to a proposed subcontract, Proposer shall remain responsible for all subcontracted work and services. Proposer agrees it shall be as fully responsible to the City for the acts and omission of its subcontractors, their agents, representatives, and persons either directly or indirectly employed by them as it is for the acts and omissions of persons directly employed by Proposer. Neither this provision, nor the City's authorization of Proposer's agreement with a subcontractor, the City's inspection of a subcontractor's facilities or work, or any other action taken by the City in relation to a subcontractor shall create any contractual relationship between any subcontractor and the City. The proposer shall include in each of its subcontracts a provision embodying the substance of this provision and shall present a copy thereof to the City before commencement of any work by the subcontractor. Proposer's violation of this provision shall be grounds for the City's termination of any agreement with Proposer for default, without notice or opportunity for cure. In addition, by submitting a response to this RFP, Proposer agrees to indemnify, defend, and hold the City harmless from and against any claims (threatened, alleged, or actual) made by any subcontractor of Proposer (of any tier) for compensation, damages, or otherwise, including any cost incurred by the City to investigate, defend, or settle any such claim.

## **C. GENERAL INFORMATION**

1. The successful proposer shall take affirmative action in complying with all federal, state and local labor and employment laws.
2. Proposals that are uncertain as to terms, delivery, compliance requirements, and/or specifications, may be rejected or otherwise disregarded.
3. Every effort has been made to ensure that all information needed is included in this RFP. If the Proposer finds that it cannot complete its response without additional information, it may submit written questions to the issuing office on or before the deadline set forth herein. No further questions will be accepted after that date.

4. Oral explanations and/or instructions given before the award shall not be binding on the City. Any information given to a prospective Proposer about this solicitation shall be promptly furnished to other prospective Proposers as an amendment, provided that information is necessary in submitting proposals or if the lack of it would be prejudicial to other prospective Proposers.
5. All amendments to and interpretations of this solicitation shall be in writing and signed by an authorized representative of the City. Any amendments or interpretations that are not signed and in writing shall not legally bind the City or its agents. It is the Proposer's responsibility to acknowledge receipt of amendments by signing and returning one (1) copy of the amendment by letter, email (with signed amendment scanned and attached in PDF), to the Purchasing Director ([sawyerd@dublinga.org](mailto:sawyerd@dublinga.org))

#### **D. INSURANCE REQUIREMENTS**

To contract with the City of Dublin City Council, suppliers/contractors providing professional, technical and/or construction services are required to provide acceptable proof of insurance coverage.

Acceptable proofs of insurance: (i) a Certificate of Insurance with Additional Insured Endorsement (a Certificate of Insurance by itself is not acceptable) or (ii) Declaration Pages of the insurance policies listed below which show the City of Dublin City Council as additional insured. The insurance company must be authorized to provide insurance in the State of Georgia.

Required Insurance Policies and Endorsements:

- Commercial General Liability of at least **\$1,000,000** for bodily injury and property damage with the City of Dublin City Council as additional insured.
- Automobile/Vehicle Liability of at least **\$500,000** each occurrence for bodily injury and property damage covering owned, non-owned, leased and hired autos/vehicles, with the City of Dublin City Council as additional insured.
- Worker's Compensation in the statutory limits of Georgia and Employers' Liability with limits of liability of no less than **\$100,000** of each accident/disease. These policies must also contain a waiver of subrogation in favor of the City of Dublin City Council.
- All insurance policies must provide that the City of Dublin City Council will be notified within 30 days of any changes, restrictions and/or cancellation.
- If applicable, Professional Liability in addition to the above requirements, of at least \$1,000,000 each claim.
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#### **E. SUBMITTAL REQUIREMENTS**

1. Name, address, telephone number, email address of company.
2. List of current stockholders, officers or principals of the company and a current organizational chart for the company.
3. List the contract completion dates of at least two similar projects
4. Submit a list of current work-in-progress with contract amounts and a list of work currently awarded but not yet started.
5. Submit information describing the company's safety program and substance abuse program.
6. Submit information describing your company's quality control program.
7. Describe how your company will provide job site security.
8. Submit a sample contract for the performance of the work outlined in this RFP.

#### **F. RESERVED RIGHTS**

Issuance of this RFP does not constitute a commitment on the part of the City of Dublin to award a contract pursuant to this RFP.

1. The City shall reserve the unqualified right to reject any and all proposals or accept such proposals, as appears in the City's best interest.
2. The City shall reserve the unqualified right to waive technicalities or irregularities of any kind in response to this RFP.
3. In all cases, the City shall be the sole judge as to whether a Proposer's proposal has or has not satisfactorily met the requirements of this RFP.
4. The City may reject any proposal that fails to conform to the essential requirements of this RFP.
5. The City may reject any proposal that does not conform to the applicable specifications unless the RFP authorizes the submission of alternate proposals, and the services offered as alternates meet the requirements specified in the RFP.
6. The City may reject any proposal that fails to conform to any delivery schedule or permissible alternates stated in the RFP.
7. The City may reject a proposal when the Proposer imposes conditions that would modify requirements of this RFP or limit the Proposer's liability to the City, since to allow the Proposer to impose such conditions would be prejudicial to other Proposers. For example, the City may reject proposals in which the Proposer:
  - I. Protects against future changes in conditions, such as increased costs, if total possible costs to the City cannot be determined;
  - II. Fails to state a fee schedule, if one is required.
  - III. A Proposer may be requested to delete objectionable conditions from a proposal provided the conditions do not go to the substance, as distinguished from the form of the proposal, or work an injustice on other Proposers. A condition goes to the substance of a proposal where it affects price, quality, or delivery of the services offered.
  - IV. Any proposal may be rejected if the Purchasing Office determines in writing that it is unreasonable as to price. The unreasonableness of price includes not only the total price of the proposal, but the prices for any individual line items as well.
  - V. Any proposal may be rejected if the prices for any line items or sub-line items are materially unbalanced.
  - VI. Proposals received from any person or company that are suspended, debarred, proposed for debarment or declared ineligible as of the proposal opening date shall be rejected unless a compelling reason is given, and a determination otherwise is made.
  - VII. The Purchasing Office must reject Proposals received from entities determined to be non-responsible.
  - VIII. The originals of all rejected Proposals, and any written findings with respect to such rejections, shall be preserved with the documents relating to the RFP.
  - IX. After submitting a proposal, if all of a Proposer's assets, or that part related to the proposal are transferred during the period between the proposal opening and the award, the transferee may not be able to take over the proposal. Accordingly, the Purchasing Office may reject such a proposal.

## **G. OWNER QUESTIONS**

Any vendor that submits a proposal may be requested to provide additional information to the City. Such information is only for the purpose of clarification and in no way changes the vendor's proposal



as originally submitted. The City reserves the right to ask any or all vendors to clarify any portion of their proposals after submission.

#### **H. COSTS OF PROPOSALS**

The City is not responsible or liable for any of the costs incurred by any vendor in preparing and/or submitting a proposal pursuant to this RFP.

#### **I. EQUAL OPPORTUNITY**

The City prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with the corporation. The successful Proposer, if any, must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any approved subletting or subcontracting by the Proposer subjects subcontractors to the same provision. The Proposer agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

#### **J. ACCESS TO PUBLIC RECORDS ACT NOTICE**

Each Proposer should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification as to why such materials, upon request, should not be disclosed.

#### **K. GENERAL CONDITIONS**

Upon submission of a bid, the bidder hereby certifies on behalf of his company or organization that:

1. This proposal is genuine and not made in the interest of, or on behalf of, an undisclosed person, firm or corporation.
2. This proposal is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
3. The Proposer has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid.
4. The Proposer has not solicited or induced any person, firm or corporation to refrain from bidding.
5. The Proposer has not sought by collusion to obtain for itself any advantages over any other bidder or over the City of Dublin.

#### **L. DRUG FREE WORKPLACE**

The City of Dublin is a drug free workplace and contractors are to abide by the Federal Drug Free Workplace Act of 1988 41 U.S Code § 8102.

If Contractor is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Certification: If Contractor is an entity other than an individual, it hereby certifies that:

- i. A drug-free workplace will be provided for the Contractor's employees during the performance of this contract; and
- ii. It will secure from any subcontractor hired to work in a drug-free workplace the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name), certifies to the Contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph 7 of subsection B of Code Section 50-24-3."

#### **M. INDEMINIFICATION**

The Proposer shall indemnify, defend, and hold harmless the City, its employees, council members, agents, attorneys, and officers from and against all losses, damages, claims, actions and causes of action, and all expenses, including, but not limited to, attorney's fees and costs, incidental to such losses, damages, claims, actions or causes of action related to Proposer's work stemming from or related to this RFP and all agreements arising therefrom. This obligation includes any losses, damages, claims, actions or causes of action of Proposer. This provision applies to, without limitation, liability resulting from (1) injury to or death of any person, (2) damage to real or personal property, (3) economic loss, and (4) any such other losses, damages, or claims related to the acts or omissions of Proposer or anyone acting under its direction or control or on its behalf. The provision applies regardless of the negligence of the City or its employees, be it active or passive, except where such loss, cost, damage, claim, expense, or liability arises from the sole gross negligence or willful misconduct of the City. Upon request of the City, Proposer shall, at no cost or expense to the City, defend any suit asserting a claim for any loss, damage, or liability specified above, and Proposer shall pay any costs and attorney's fees that may be incurred by the City in connection with any such claim or suit or in enforcing the provisions of this paragraph.

#### **O. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT: E-VERIFY AND SAVE PROGRAM**

The City of Dublin participates in the Georgia Security and Immigration Compliance Act with regard to Contractors and Subcontractors. The Act is explained in detail in this document. ***Additionally, there are three documents included that must be completed and returned to the City of Dublin with your bid package, as applicable.*** These are:

1. Contractor Affidavit and Agreement
2. Subcontractor Affidavit – if applicable
3. Sub-subcontractor Affidavit – if applicable

Failure to return the completed documents, if required, shall result in disqualification of the bid in its entirety

The undersigned Proposer has read and understands the provisions contained herein and agrees to be bound by same. Please sign below to acknowledge you have read and understand the RFP requirements.

PROPOSER

\_\_\_\_\_

Name of Firm

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**CITY OF DUBLIN  
P. O. BOX 690  
DUBLIN, GA 31040**

**NO BID RESPONSE**

IF FOR SOME REASON YOU ARE NOT BIDDING ON THIS PROPOSAL, PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE ADDRESS BELOW BEFORE THE BID DEADLINE STATED ON THE ORIGINAL SCHEDULE.

**REASON(S) FOR NO BID:**

CANNOT SUPPLY AT THIS TIME

ENGAGED IN OTHER WORK

QUANTITY TOO SMALL

JOB TOO LARGE

CANNOT MEET REQUIRED DELIVERY

OPENING DATE DOES NOT ALLOW SUFFICIENT TIME TO PREPARE RFP

EQUIVALENT NOT PRESENTLY AVAILABLE

**OTHER REASON OR REMARKS:**

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\_\_\_\_\_  
COMPANY OR FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**RETURN TO: CITY OF DUBLIN  
PURCHASING DEPT.  
P.O. BOX 690  
DUBLIN, GA 31040**



### NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Owner, Partner or Officer of Firm

\_\_\_\_\_  
Company Name, Address, City and State

being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as bidder, that they have not been a party to any collusion with any officer of the City of Dublin or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of the City of Dublin or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Notary Public



## City of Dublin, Georgia CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dublin has registered with and is participating in a Federal Work Authorization Program\* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Dublin, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Dublin at the time the subcontractor(s) is retained to provide the service.

\_\_\_\_\_  
EEV/ Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Office or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

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

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)



**City of Dublin, Georgia**  
**SUBCONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned subcontractor 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 Dublin has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs 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), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

\_\_\_\_\_  
EEV/ Basic Pilot Program\* User Identification Number

Date \_\_\_\_\_

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

Notary Public: \_\_\_\_\_

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

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)



**SAVE COMPLIANCE AFFIDAVIT  
O.C.G.A § 50-36-1(e) (2) Affidavit**

By executing this affidavit under oath, as an applicant for Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Dublin, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United State citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

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

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

My Commission Expires:



**1) Introduction:**

The City of Dublin (the “City”) has a need to renovate the Parker Dairy Lab located at 106 Parker Dairy Rd., Dublin, GA 31021. The City is looking to renovate the Water Treatment Lab, Office, Bathroom, File Room, Control Room and Hallways as specified below.

**2) Project Information:**

The City is looking to renovate the Water Treatment Lab, Office, Bathroom, File Room, Control Room and Hallways as specified below.

**3) Scope of Services:**

**A. CURRENT:** Current building is out of date and needs minor safety features to be current.

**B. OBJECTIVE:** To upgrade the Parker Dairy Lab to current professional standard.

**C. INTERPRETATION:** All questions about the definition and intent of these specifications shall be directed to the Purchasing Director David Sawyer, so designated by the City.

**D. EXAMINATION OF SITE AND SPECIFICATIONS:** Before submitting a proposal, each Company must:

- Examine the specification and scope of work thoroughly.
- Contact Purchasing Director with any questions [sawyerd@dublinga.org](mailto:sawyerd@dublinga.org) about the site on 106 Parker Dairy Rd. in Dublin, GA.
- Familiarize themselves with all local laws, ordinances, rule and regulations affecting the performance of the work.
- Carefully correlate observations with the requirements of the specifications.
- Any cost incurred or implied in the preparation of this proposal will be at the expense of the company submitting the proposal. The City will not honor any request for reimbursement of costs incurred.
  - i. The submission of a proposal will constitute an incontrovertible representation by the submitting company that they have complied with all of the above requirements.

**E. SPECIFICATIONS:** Full renovation of the specified areas, but is not limited to:

- Mandatory walk through scheduled for Thursday December 5, 2024 @ 10AM with David Sawyer.
- Please confirm attendance via email to [sawyerd@dublinga.org](mailto:sawyerd@dublinga.org) .
- Office
  - i. Remove carpeting and clean tile flooring.
  - ii. Remove Chair Rail and Paneling
  - iii. Clean block walls to get ready for Paint
  - iv. Install Chair Rail and Paint
  - v. Install new 2' x 4' ceiling tiles in existing grid.
  - vi. Paint Walls and Door.
  - vii. Install LVT plank flooring and vinyl baseboard.
  - viii. -Install 4 2 x 4 Led drop in fixtures
- Control Room / Entryway
  - i. Clean and patch VCT flooring.
  - ii. Install LVT plank flooring and vinyl baseboard.
  - iii. Paint block wall, door and ceiling.
  - iv. Install New light fixture
- File Room
  - i. Remove carpet and clean VCT flooring.

- ii. Install LVT plank flooring and vinyl baseboard.
  - iii. Paint block wall and doors.
  - iv. Replace 2' x 4' ceiling tiles.
  - v. Install 2 each 2' x 4' drop in LED light fixtures.
- Hallways
  - i. Paint block walls of both hallways, three doors and one door frame in two hallways.
  - ii. Replace two ceiling lights with LED light fixtures.
- Lab Bathroom
  - i. Remove wall base and VCT flooring.
  - ii. Install 1/8 x 12 x 12 commercial VCT flooring with vinyl baseboard.
  - iii. Paint block walls, door and toilet partition.
  - iv. Install acoustical ceiling with 6" fiberglass insulation.
  - v. Install conduit and wiring for new ceiling lights.
  - vi. Install three 2' x 4' drop in LED light fixtures.
  - vii. Remove HVAC duct tee and patch wall between bathrooms.
  - viii. Tie into existing HVAC duct and install one 2' x 2' air diffuser in ceiling
  - ix. Remove wall light above sink and install junction box cover.
- Laboratory
  - i. Remove loose VCT flooring and patch with floor leveler.
  - ii. Install new 2' x 4' ceiling tile in existing grid.
  - iii. Remove existing light fixtures and install six 2' x 4' LED light fixtures.
  - iv. Remove existing lab cabinets and countertops in stages to accommodate ongoing lab work.
  - v. Install 52 LF of new metal lab cabinets to match existing cabinet footprint.
  - vi. Wall cabinets and island cabinets to have a 6" utility chaise.
  - vii. New countertops to be 1" thick black epoxy resin.
  - viii. 6" x 6" chaise cover to be 1/2" thick epoxy resin.
  - ix. One 16" x 24" and one 16" x 42" epoxy resin sinks.
  - x. Two mixing valve and five single valve gooseneck wall mounted laboratory faucets.
  - xi. Disconnect and reconnect electrical and plumbing as necessary for installation.
  - xii. Install LVT plank flooring with vinyl baseboard.
  - xiii. Paint block walls.
  - xiv. Install two 12" x 24" wall shelves for dehumidifier and air purifier.

F. Notes:

- All debris to be disposed of offsite in a state licensed facility.
- LVT plank flooring to be commercial grade with minimum 25 mil wear surface.
- Furnish six extra boxes of LVT plank flooring.
- Install new receptacle/switch plate covers in all areas.
- Colors TBD at a later date.



**RFP #24-1115-01**  
**Water Plant – Parker Dairy Lab Renovation**

**Total Bid Amount (Written Out)** \_\_\_\_\_

**PROJECT COST: \$** \_\_\_\_\_

**JOB COMPLETION TIME:** \_\_\_\_\_

**BIDDER:** \_\_\_\_\_

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

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**W-9 (Rev. March 2024) must be provided with proposal.**

**Vendor Experience:**

List at least three (3) references, with contact information, by vendor for similar projects.

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