



## MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Proposal - #034-18

DATE: July 20, 2018

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The City of Rome, Georgia in partnership with the **Fairview School/ES Brown Heritage Corporation** is requesting proposals from qualified firms to provide **Construction Proposals Including Qualifications** for the purpose of rehabilitating the historic Fairview School First Grade Classroom building. The school is located on Padlock Mountain Road, Cave Spring, Georgia. The City of Rome and Fairview/ES Brown Heritage Corporation reserves the rights to accept, reject, and/or negotiate any or all proposals as determined by them to be in the best interest of the project. The City intends that the successful firm be awarded a contract that includes all tasks necessary to develop a construction plan that would allow the historic building to potentially be restored to a historical presence. All work will be reviewed by the HISTORIC PRESERVATION DIVISION OF THE GEORGIA DEPARTMENT OF NATURAL RESOURCES and will be in compliance with all local, state and federal rules and guidelines.

Interested parties may receive a copy of the proposal request by logging on to the City of Rome Georgia Website at [www.romefloyd.com](http://www.romefloyd.com) or by accessing <https://bit.ly/2L6lfRe>. All questions regarding the proposal should be sent to Joseph Smith, [joe@arcollab.net](mailto:joe@arcollab.net). All questions and answers will be posted on the City of Rome website. It is the responsibility of interested parties to visit the site regularly to insure receipt of any new information that may be provided.

A **mandatory** Pre-Proposal Conference will be held at **11:00 AM on Wednesday, August 8, 2018**. The Pre-Proposal conference will be held at the Fairview School project site, located at 278 Padlock Mtn. Road, Cave Spring, Georgia.

Proposals shall be received until **11:00 a.m. on August 20, 2018** in the City of Rome Purchasing Department, City Hall, 601 Broad Street, Rome, Georgia 30161, at which time and place all Proposals will be publicly opened and acknowledged.

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Johnna M. Allen  
Purchasing Director

601 Broad Street • PO Box 1433 • Rome, Georgia 30162-1433  
phone: 706/236-4410 • fax: 706/236-4549

[www.rome.ga.us](http://www.rome.ga.us)

## INSTRUCTIONS FOR SUBMITTING FIRMS

I. Bids must be received by **August 20, 2018 at 11:00 a.m.**

II. Bids must be delivered to:

City of Rome Purchasing Department  
601 Broad Street  
P.O. Box 1433  
Rome, Georgia 30162

III. Bids must be sealed and marked:

**“034-18- “Fairview School – First Grade Classroom Building Rehabilitation”**

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Bidder’s Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Request for Taxpayer I.D. Number
- F. Drug-Free Workplace Affidavit
- G. E-Verify
- H. SAVE Compliance Affidavit

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Bidder shall submit all required forms and information simultaneously with sealed bids, which forms and information become a part of the property of the City of Rome and will not be returned to bidders unless a written request to withdraw is received prior to **August 20, 2018 at 11:00 a.m.**

V. Payment:

When contracts are awarded, payment by the City of Rome will be the normal 30-day cycle. However, the City does make every effort to honor all discounts.

## REQUIREMENTS FOR SUBMITTING FIRMS

These items apply to and become a part of the terms and conditions of the bidders bid. Any exceptions must be in writing.

Notice is hereby given that the City of Rome will receive sealed bids from interested parties until **August 20, 2018 at 11:00 a.m.** at its offices located at 601 Broad Street, Rome, Georgia 30161.

Any bids received thereafter will not be considered.

Bids will be publicly opened and read at the City of Rome City Hall Sam King Room located at 601 Broad Street on the day and at the hour specified.

The purchaser may be considered as non-responsive, any bid in which there is an alteration of, or departure from the bid form hereto attached.

The bid will be awarded to the lowest reliable bidder complying with the conditions of the invitation for bid. The bidder to whom award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a bidder who, in the sole opinion and discretion of the purchaser is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

NOTE: Unless stated on the bid form the bid submitted will assume all specifications will be met. Please note on the bid form all exceptions.

## Project Overview:

The City of Rome, Georgia, is seeking proposals and contractor qualifications for rehabilitation of the Fairview School - First Grade Classroom Building, located at 278 Padlock Mtn. Road in Cave Spring, Floyd County, Georgia 31024. The project utilizes federal grant monies; therefore regulations of the Davis-Bacon Act apply to the project. In addition, rehabilitation activities for the project must be performed in accordance with the Secretary of the Interior's Standards for Rehabilitation and are subject to review by representatives of the Georgia Historic Preservation Division.

The project management structure of this project is as follows:

Owner: Fairview and E.S. Brown Heritage Corporation  
3 Central Plaza, Box 47  
Rome, Georgia 30161  
contact: Joyce Perdue-Smith  
email: heritageweekend@yahoo.com

Proposal Administrator: City of Rome Purchasing Department  
601 Broad Street  
P.O. Box 1433  
Rome, Georgia 30162-1433  
contact: Johnna M. Allen, Purchasing Director  
email: jallen@romega.us

Architect of Record: Architectural Collaborative, LLC  
675 Pulaski Street, Suite 2700  
Athens, Georgia 30601  
contact: Joseph Smith, AIA  
email: joe@arcollab.net

Period of Performance: Substantial Completion shall be achieved within 270 days of the awarding of the Contract for Construction.

Protection of the Work: The Contractor shall protect and maintain all work during the construction process.

Public Safety and Accessibility: During the course of construction, the Contractor shall be responsible for maintenance of life safety for workers and visitors to the site.

Coordination: The Contractor shall cooperate and coordinate with the Owner, Administrator, and Architect and any Consultants or Contractors retained by the Owner or Administrator to complete the work.

General Requirements/Evaluation Criteria:

1. Evaluation Criteria: The contractor will be required to meet the following criteria, as presented in the Contractor's Statement of Qualifications:
  - The business submitting the proposal must be licensed to do business in the State of Georgia and the Floyd County, Georgia
  - The Contractor must hold a valid Residential-Light Commercial or General Contractor's license from the State of Georgia
  - The Contractor must have at least three (3) years of experience on similar projects, with successful completion
  - The Contractor must provide proof of the required insurance (submit GC's COIs only for Proposal)
  - The Contractor must not have significant claims or similar litigation actions

- The Contractor must provide all of the requested information, including references
- 2. Proposers will be allowed to withdraw their proposal at any time prior to the deadline for receipt of proposals. The Proposer must submit a written withdrawal request signed by the Proposer's duly authorized representative.
- 3. This procurement in no manner obligates the City of Rome or Fairview and E.S. Brown Heritage Corporation to any services offered until a valid written contract is fully executed by both parties. The right is reserved to reject any or all proposals in whole or in part, to award any item, or total proposal, and to waive informality or technical defects, if it is deemed to be in the best interest of the Owner or Administrator.
- 4. No Proposer may withdraw their proposal within sixty (60) days of the date of the proposal opening. Should there be reason why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Owner, Administrator and the Proposer.
- 5. The selected Contractor will be required to provide a release of liens for all work completed and approved for payment prior to the release of the final payment
- 6. The selected Contractor will be required to obtain all necessary permits and to comply with all local and state codes applicable to the work
- 7. The selected Contractor and its Subcontractors will be required to maintain continuous, uninterrupted insurance coverage as follows:
  - A. Workers' Compensation Insurance covering the legal liability of the Contractor and its Subcontractors under the applicable workers' compensation or occupational disease laws for claims for personal injuries and death resulting therefrom to the Contractor and its Subcontractor's employees. The General Contractor and Subcontractor shall each also obtain a minimum of \$500,000 of Employers' Liability Insurance. The Subcontractor's Certificates of Insurance must include a waiver of subrogation in favor of the Contractor.
  - B. Commercial General Liability insurance covering the legal liability (including assumed contractually, whether incidental or not) of the Contractor and its Subcontractors who may be engaged in the services, for claims for personal injuries (including death) and property damage resulting there from arising out of the services to be performed by the Contractor and its Subcontractors as follows:

General Contractor:

    - Not less than \$1,000,000 for any one occurrence
    - Not less than \$3,000,000 general aggregate (subject to a per project general aggregate provision)
    - Not less than \$3,000,000 Products/Completed Operations aggregate limit
    - The Owner, Administrator, and Architect of Record as well as their directors, officers and employees shall be named as an additional insured on the Commercial General Liability policy regarding liability arising out of operations performed under this Agreement

Each Subcontractor:

    - Not less than \$500,000 for any one occurrence
    - Not less than \$1,000,000 general aggregate (subject to a per project general aggregate provision)
    - Not less than \$1,000,000 Products/Completed Operations aggregate limit
    - The Contractor as well as its directors, officers and employees shall be named as an additional insured on the Commercial General Liability policy regarding liability arising out of operations performed under this Agreement

Commercial General Liability Insurance shall include broad form contractual liability coverage, products/completed operations, cross liability, severability of interest and broad-form property damage. Form CG20 10 07 04 and CG20 37 07 04 must be shown on the certificate of insurance or its equivalent.

- C. Automobile Liability Insurance covering the legal liability (including liability assumed contractually, whether incidental or not) of the Contractor and its Subcontractors who may be engaged in the services, for claims for personal injuries and death resulting therefrom and for property belonging to other than the Contractor and its Subcontractors caused by highway licensed vehicles of or used by the Contractor or its Subcontractor in an amount not less than: (i) \$500,000 for any one person; (ii) \$500,000 for bodily injury for any one occurrence; and (iii) \$500,000 for property damage for any one occurrence. Automobile Liability Insurance shall provide coverage for owned, hire or non-owned or other automotive equipment. The Contractor shall be named as an additional insured on such policy carried by each of its subcontractors, and the Owner, Administrator, and Architect of Record as well as their directors, officers and employees shall be named as additional insureds on the Contractor's automobile liability policy.

Instructions to Proposers:

1. Contract Docs:

The Instructions to Proposers, Qualifications and Proposal Form, Form of Contract, and Construction Documents may be examined on or after July 23, 2018. A printed copy of these contract documents will be available for examination during regular business hours at the following location:

City of Rome Purchasing Department  
601 Broad Street  
Rome, Georgia 30161

Electronic copies of the same documents may be accessed online at the following links:

<https://bit.ly/2L6lfRe>

<https://www.romefloyd.com>

2. Pre-Proposal Conference:

A **mandatory** Pre-Proposal Conference will be held at **11:00 AM on Wednesday, August 8, 2018**. The Pre-Proposal conference will be held at the Fairview School project site, located at 278 Padlock Mtn. Road, Cave Spring, Georgia.

3. RFI's:

Questions regarding the proposal process, scope of work, clarifications, etc. should be directed via email to the Architect of Record using the RFI form found in this document. Requests for Information must be received by the Architect of Record no later than 5:00 PM, Friday August 10, 2018.

Responses to all RFI's shall be posted on the project Dropbox for review by all Proposers no later than Tuesday, August 14, 2018.

4. Proposal Submission:

Proposals must be sealed. Proposals may be submitted in person, mailed or overnighted to the following address:

City of Rome – Purchasing Department  
Attention: Johnna M. Allen  
601 Broad Street  
P.O. Box 1433  
Rome, Georgia 30162

“Bid #034-18 Fairview School First Grade Classroom Building Rehabilitation”

All proposals must be received for review and evaluation no later than **10:00 AM on Monday, August 20, 2018**. Proposals received after this deadline will not be accepted.

5. Proposal Evaluation:

Proposals will be evaluated by a committee of the Owner, Administrator, and Architect of Record based upon qualifications and fixed price. The contract shall be awarded to the Proposer evaluated to be the most responsible and responsive, at the discretion of the proposal committee.

6. Proposal Content:

The proposal shall include the completed Contractor's Statement of Qualifications, Proposal Price, notarized Non-Collusion Affidavit, and completed W-9 form. Incomplete proposals shall not be considered.

7. Contract:

AIA A105-2017 "Standard Form of Agreement between Owner and Contractor for a Residential or Small Commercial Project"

8. Reference:

AIA B105-2007 Reference for AIA A105 "Standard Form of Agreement between Owner and Contractor for a Residential or Small Commercial Project"

9. Retainage:

Ten percent of each Contractor Request for Payment shall be retained. Upon certification of Substantial Completion, per stipulations of the Contract for Construction, the Architect of Record shall approve the release of retainage in amounts proportional to the percentage of Work complete

# CONSTRUCTION PROPOSAL INCLUDING QUALIFICATIONS

FAIRVIEW SCHOOL - FIRST GRADE  
CLASSROOM BUILDING REHABILITATION  
274 PADLOCK MTN ROAD  
CAVE SPRING, GEORGIA 31024

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Date

Submitted By:

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# Contractor's Statement of Qualifications

1. General Information:

Legal Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Office Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Year Firm Started: \_\_\_\_\_

Legal Form of Business: \_\_\_\_\_

Contractor's License Number: \_\_\_\_\_

Contractor's License Type: \_\_\_\_\_

Names of Officers/Agents: \_\_\_\_\_

Number of Full-Time Employees: \_\_\_\_\_

2. Claims:

Attach a brief explanation and include the names, addresses, and phone numbers of persons who might be contacted for additional information, if you answer yes to any of the following questions:

- a. Are there any claims, judgments, arbitration proceedings or suits pending against your firm?  
    \_\_\_ Yes    \_\_\_ No
- b. Within the last five years, has your firm filed any lawsuits or requested arbitration related to construction contracts?    \_\_\_ Yes    \_\_\_ No
- c. Within the last five years has your firm ever failed to complete any work awarded to it?  
    \_\_\_ Yes    \_\_\_ No
- d. Has your firm ever been adjudged bankrupt or filed a petition in bankruptcy?  
    \_\_\_ Yes    \_\_\_ No
- e. Within the last five years, has your firm been assessed liquidated damages for failure to complete a project by a contracted date?  
    \_\_\_ Yes    \_\_\_ No
- f. Within the last three years, has your firm received violation citations from OSHA?  
    \_\_\_ Yes    \_\_\_ No

3. Experience:

- a. Number of years doing work similar to that for which you are proposing: \_\_\_\_\_
- b. Number of similar projects completed by your firm: \_\_\_\_\_
- c. Please attach a list of projects underway (separate sheet):

4. References:

Provide at least three (3) project client references with name, contact, and phone number.

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

Location: \_\_\_\_\_

Contact Name/Phone: \_\_\_\_\_

Scope: \_\_\_\_\_

Completion Date: \_\_\_\_\_

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

Location: \_\_\_\_\_

Contact Name/Phone: \_\_\_\_\_

Scope: \_\_\_\_\_

Completion Date: \_\_\_\_\_

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

Location: \_\_\_\_\_

Contact Name/Phone: \_\_\_\_\_

Scope: \_\_\_\_\_

Completion Date: \_\_\_\_\_

5. Certificates of Insurance:

Please attach to this Statement of Qualifications as separate sheets.

# Proposal Price

To: Fairview and E.S. Brown Heritage Corporation  
% City of Rome Purchasing Department  
601 Broad Street  
P.O. Box 1433  
Rome, Georgia 30162-1433

In compliance with your request for Construction Proposal Including Qualifications, the Proposer,

\_\_\_\_\_  
Legal name

\_\_\_\_\_  
Street and/or mailing address

\_\_\_\_\_  
City, state, zip

having carefully examined the site and construction documents, including any addenda, for the Project, proposes and agrees, if this proposal is accepted, to enter into a contract with the Owner and Administrator and to perform the work including all services, supervision, labor, equipment and material in conformance with the Contract Documents, in the time stated therein, for the price(s) listed as follows:

Total Proposal \$ \_\_\_\_\_

### Proposal Breakdown:

To facilitate project accounting and proposal comparisons, please break down your proposal into the following itemized format:

### General Requirements and Site work:

- General protection  
\$ \_\_\_\_\_
- Tree removal \$ \_\_\_\_\_
- Superintendent/project manager  
\$ \_\_\_\_\_
- Temporary facilities and controls  
\$ \_\_\_\_\_
- Temporary utilities  
\$ \_\_\_\_\_
- Sanitary facilities  
\$ \_\_\_\_\_
- Erosion and sedimentation control  
\$ \_\_\_\_\_
- On-site materials storage  
\$ \_\_\_\_\_
- Dumpster/landfill  
\$ \_\_\_\_\_
- Final cleanup  
\$ \_\_\_\_\_
- Miscellaneous (please specify)  
\$ \_\_\_\_\_

Gen'l Requirements TOTAL: \$ \_\_\_\_\_

Rehabilitation Task 1 - Foundation repair and site prep work:

Excavation (foundation work only)

\$ \_\_\_\_\_

Bracing/shoring/temporary structural reinforcement (full project)

\$ \_\_\_\_\_

Flooring removal and storage

\$ \_\_\_\_\_

Concrete formwork, reinforcing steel and concrete materials (new footings only)

\$ \_\_\_\_\_

Brick and block masonry and materials (foundation work only)

\$ \_\_\_\_\_

Miscellaneous (please specify)

\$ \_\_\_\_\_

Rehab Task 1 TOTAL: \$ \_\_\_\_\_

Rehabilitation Task 2 - Framing/structural repair of ex'g building envelope:

Framing repair - materials and labor

\$ \_\_\_\_\_

Interior wall, ceiling, and floor finishes repair - materials and labor

\$ \_\_\_\_\_

Cornice and siding repair - materials and labor

\$ \_\_\_\_\_

Roof sheathing repair - materials and labor

\$ \_\_\_\_\_

Window reconditioning and frame repair

\$ \_\_\_\_\_

Add alt 1 - window sash replacement with frame repair

\$ \_\_\_\_\_

New exterior doors

\$ \_\_\_\_\_

Reconditioned and new interior doors

\$ \_\_\_\_\_

Insulation:

\$ \_\_\_\_\_

Miscellaneous (please specify)

\$ \_\_\_\_\_

Rehab Task 2 TOTAL: \$ \_\_\_\_\_

Electrical:

New electrical service to site and building

\$ \_\_\_\_\_

Electrical wiring

\$ \_\_\_\_\_

Lighting/emergency egress package

\$ \_\_\_\_\_

Miscellaneous (please specify)

\$ \_\_\_\_\_

Electrical TOTAL: \$ \_\_\_\_\_

HVAC :

HVAC TOTAL: \$ \_\_\_\_\_

Roofing and water management:

Roofing and underlayment - main roof and porches

\$ \_\_\_\_\_

Gutters and downspouts

\$ \_\_\_\_\_

Site drainage: catch basins, piping and materials

\$ \_\_\_\_\_

Miscellaneous (please specify)

\$ \_\_\_\_\_

Roofing TOTAL: \$ \_\_\_\_\_

New construction porches, walks, and retaining wall:

Concrete formwork, reinforcing steel and concrete materials

\$ \_\_\_\_\_

Brick masonry and materials

\$ \_\_\_\_\_

Framing/sheathing/connectors

\$ \_\_\_\_\_

Porch decking, cornice and other finish trim

\$ \_\_\_\_\_

Steel handrail fabrication and installation

\$ \_\_\_\_\_

Miscellaneous (please specify)

\$ \_\_\_\_\_

New Construction TOTAL: \$ \_\_\_\_\_

Painting - Interior and Exterior:

\$ \_\_\_\_\_

Construction TOTAL \$ \_\_\_\_\_

Contractor O&P

\$ \_\_\_\_\_

TOTAL PROJECT: \$ \_\_\_\_\_

# Request for Information

PROJECT: Fairview School - First Grade Classroom Rehabilitation  
278 Padlock Mtn. Road  
Cave Spring, Georgia 31024

TO: Joseph Smith, AIA  
Architectural Collaborative, LLC  
joe@arcollab.net

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

FROM: \_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact Phone

SUBJECT: \_\_\_\_\_

QUESTION:

RESPONSE:

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **August 20, 2018 at 11:00 a.m.** but may not be withdrawn after such date and time.

That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

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BIDDER

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SIGNATURE

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TITLE

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. Affidavit 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; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome 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 ROME**

**DRUG-FREE WORKPLACE CERTIFICATE**

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By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor 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 O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder: \_\_\_\_\_

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

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

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

Date: \_\_\_\_\_

CITY OF ROME, GEORGIA

**E-VERIFY COMPLIANCE AFFADAVIT**

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 engaged in the physical performance of services on behalf of the City of Rome, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A, § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification number

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

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

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

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

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

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

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

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

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

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

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

**SAVE COMPLIANCE AFFADAVIT**

**O.C.G.A § 50-36-1(e)(2) Affidavit**

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, 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: