

Purchasing Department

116 West Jefferson Street
Thomasville, Georgia 31799
229-225-4100



April 10, 2024
REQUEST FOR PROPOSALS
Engineering Services
Colonial Square Round-a-bout and Sidewalk

You are invited to submit a sealed bid for providing the following **Engineering Services** for the Thomas County Board of Commissioners. Attached are the general conditions, standard instructions, bid specification, and bid form. Variation from the given specifications should be noted on the bid form with an explanation of said variation(s) attached. Bids are to be marked with bidder's name and address and labeled: **Bid for "Engineering Services – Colonial Square Round-a-bout and Sidewalk"** and mailed or delivered to the following address no later than 1:00 p.m.; local time, Friday, May 17, 2024.

Pre-Bid Conference:	<u>05/03/2024</u>	<u>1:00 p.m.</u>
Deadline for receiving bids:	<u>05/17/2024</u>	<u>1:00 p.m.</u>
Bid opening:	<u>05/17/2024</u>	<u>1:00 p.m.</u>
Committee Review:	<u>06/04/2024</u>	<u>8:30 a.m.</u>
Tentative Award Date:	<u>06/11/2024</u>	<u>2:00 p.m.</u>

Address all bids to:

THOMAS COUNTY BOARD OF COMMISSIONERS
SEALED - Bid for "Engineering Services – Colonial Square Round-a-bout and Sidewalk"
ATTN: PURCHASING DEPARTMENT
P.O. Box 920
116 West Jefferson Street, Room 220
Thomasville, Georgia 31799

Any inquiries concerning this bid should be made to Nisha Thurman, Purchasing Agent, at the above location or at (229) 225-4100. Nisha.Thurman@thomascountyga.gov.

PLEASE CALL OR E-MAIL CONFIRMATION OF RECEIPT OF THIS INVITATION TO BID.

GENERAL CONDITIONS

No bids received after said time or at any place other than the time and place stated in the notice will be considered.

WITHDRAWAL OF BID:

A bidder may withdraw his bid before the expiration of the time during which bids may be submitted without prejudice to the bidder, by submitting a written request of withdrawal to the Thomas County Board of Commissioners, Purchasing Department.

REJECTION OF BID:

Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation of the various bidders.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The bidder may be required, upon request, to prove to the satisfaction of Thomas County that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected. The successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a bid, the bidder represents and warrants that such bid is genuine and not fraudulent or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a fraudulent bid, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF:

By submitting a bid, the bidder represents and warrants that neither a Commissioner nor Chairman of Thomas County has, in any manner, an interest, directly or indirectly in the bid or in the contract that may be made under it, or in any expected profits to arise therefrom.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS TO BIDDERS

1. The written specifications contained in this bid will not be changed or superseded except by written addendum from Thomas County. Failure to comply with the written specifications for this bid may result in disqualification by Thomas County.
2. All goods and materials will be F.O.B. Thomas County Board of Commissioners – Public Works, 78 Joiner Road, Thomasville, Georgia, in Thomas County and no freight, delivery or postage charges will be paid by Thomas County unless such charges are included in the bid price.
3. All bids must be sealed, received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place without consideration, regardless of the postmark. Thomas County accepts no responsibility for mail delivery.
4. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid package to Thomas County, the first page of your bid package should be the Bid Form listing price, delivery, etc. unless the bid form is requested to be in a separate sealed envelope.
5. No bids received after said time or at any place other than the time and place stated in the notice will be considered.
6. Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation of the various bidders.
7. Telephone bids will not be accepted unless stated in invitation.
8. No sales tax will be charged on any orders. Thomas County is exempt as outlined by Georgia State Law. 58-6000893
9. Bidders will state delivery time after receiving purchase order.
10. Unless otherwise stated, all bids submitted will be valid and may not be withdrawn for a period of 90 days from the due date of the bid.
11. Results of the bid will be e-mailed to the bidders after the award. Results of the bids are not available orally.
12. All responses must be submitted on the provided bid format. Exception from this format will not be accepted. Any offeror who believes that the bid format is unclear shall submit all questions upon receipt in writing.

**THOMAS COUNTY BOARD OF COMMISSIONERS
THOMASVILLE, GEORGIA**

PROPOSAL FOR ENGINEERING SERVICES

**Williamsburg Avenue - .27 Miles
Liberty Street - .59 Miles
Constitution Avenue - .10 Miles
Constitution Avenue Extension - .12 Miles
Independence Drive - .05 Miles**

All Interested Parties:

A. Purpose

The purpose of this "Request for Proposal" (RFP) is to solicit professional engineering firms (hereinafter called "Consultants") for detailed proposals to perform the engineering design for the above-mentioned roads. Thomas County Public Works will review the Proposals and make a recommendation to the Thomas County Board of Commissioners (Owner), based upon an evaluation of the following criteria: recent detailed project experience, personnel assigned to project (Project Team), schedule for completion, and lump sum price for engineering services.

B. Issuing Office

This RFP was prepared for the Thomas County Board of Commissioners by the Thomas County Public Works Department. This Project's representative with concern to this RFP is Tony Bodiford with Thomas County Public Works.

C. Scope of Service

The primary scope of services is to complete a topographic survey and design of Williamsburg Ave. (.27 miles), Liberty Street (.59 Miles), Constitution Ave. (.10 Miles), Constitution Ave. Extension (.12 Miles), and Independence Drive (.05 Miles) and produce a set of plans to be bid out for construction.

The scope of work is to be completed by the Consultant will generally include the following:

- Thomas County Board of Commissioners has intentions to use 2024 Supplemental LMIG funds to fund this project.
 - Thomas County Public Works will have to acquire Right-of-Way for round-a-bout.
 - Thomas County will provide a conceptual drawing that has been approved by the Thomas County Commission Board.
 - Consultant will be responsible for supplying a topographic survey performed by a Registered Land Surveyor with a minimum of 100' cross sections. Existing surface shall be in 1' contour intervals.
 - Obtain all field data, utility locations, mailboxes, driveways, storm pipes, etc., necessary to produce a survey suitable to civil design. Including telephone, cable, fire hydrants and water meters.
 - Provide the designs of the roads and round-a-bout identified that will allow for resurfacing and sidewalks of the roads with all necessary stormwater improvements, details, profiles and cross sections in accordance with Thomas County standards.
 - Completion of striping and signage plan. Striping plan shall include all tie-ins to existing paving. This plan can be done on the plan and profile sheets.

- Design of erosion and sedimentation BMPs with associated NPDES erosion and sedimentation control checklist must be provided.
- Provide quantity takeoffs for entire project.
- Provide technical specifications for products used in the design that are not identified on the plans or in the details.
- All aspects of this design will need to be approved and stamped by a Georgia Licensed Professional Engineer.
- Deliverables shall include 2 hard copies of plans and a digital set of plans in AutoCAD Civil 3d format (2021 or below). Also provide any applicable specifications, reports, takeoffs and E&S checklists.
- The scope of engineering services shall include the 7-Day BMP Inspection Letters performed by the ES&PC Plan design professional. Cost associated with this shall be included in the price for the project. Payment for this will be made at time of design but inspection will be scheduled at a later date.
- Owner will perform the bid process; however, the Consultant shall be available throughout the bid and construction process to address any issues or questions that may arise concerning the design.
- Additional services for unforeseen items and things not identified in this RFP, such as additional ROW acquisition survey, drainage easement acquisition, and legal descriptions. These services will be paid for hourly based on the Hourly Fee Scheduled submitted. This must also have approval by Thomas County Public Works Director prior to billing.
- Thomas County Public Works will perform daily jobsite inspections.

The scope of work completed by the Owner will generally include the following:

- Completion of "Front-End" contract documents required for bid. This does not include technical specifications or the unit price bid schedule.
- Procurement of additional property in support of design of roadway and/or stormwater management.
- Procurement of NPDES permits.
- Will assist in any necessary meetings with other agencies.
- Will include construction inspection and report any problems to consultant.
- Construction administration (pay request, close out documents, etc.)?

D. Project Experience

Provide a list of related project experience with pertinent project information. References should be provided for each project.

E. Project Scheduling

Please provide the number of calendar days, from the execution of the agreement of engineering services between the Owner and Consultant, to the completion and submittal of the plans for a 100% design review.

F. Project Team

Provide the name of the project manager to be assigned this work, along with any other key members that will be assigned to the project. If selected, the naming of personnel as listed above will be considered by this office to be the design project team and will be expected to be assigned to the project. These personnel are also expected to be local and readily available by email, telephone and in person.

G. Basis of Fee

Provide a ‘Lump Sum’ fee for the services included in this RFP in the submitted proposal. Price shall include charges for overhead, profit, taxes, printing, distribution, and other incidental items required to complete this project as described herein.

In addition to the ‘Lump Sum’ price, please submit an Hourly Rate Schedule that will be utilized for changes in the scope of services approved by the Owner, for example periodic construction inspection and/or consultation not included in the RFP. This schedule shall include the hourly straight time base salary rates for all classifications in your organization and the effective period of the Hourly Rate Schedule.

H. Proposal Submittal/Additional Information

As Stated in ‘Item A’ above, proposals will be evaluated based on experience, project team, schedule for completion, and lump sum price for engineering services. Proposals shall, at minimum, include all these items.

There will be a **mandatory** pre-bid meeting scheduled for **May 03, 2024 at 1:00 P.M.** at the **Thomas County Board of Commissioners Office, 116 West Jefferson Street, 2nd Floor, Room 215, Thomasville, Georgia 31792.**

Submittal: Please submit 1 (one) original and 2 (two) copies of sealed bids to **Thomas County Board of Commissioners (Attention: Nisha Thurman)**. Please mark outside of envelope **‘Sealed bid: Colonial Square Round-a-bout and Sidewalk Engineering Services’**. Bids will be accepted until **1:00 P.M., Friday, May 17, 2024.**

Any questions must be received no later than seventy-two (72) hours prior to the bid opening. All questions concerning this RFP should be sent to via email to Nisha.thurman@thomascountyga.gov

The selected Consultant will be required to execute a non-collusion certificate, provide proof of insurance, contractor affidavit and other necessary documents prior to any execution of a contract. The Thomas County Board of Commissioners reserve all right to reject any or all proposals.

This sheet shall be placed as the first page of the proposal

**THOMAS COUNTY BOARD OF COMMISSIONERS
THOMASVILLE, GEORGIA**

**PROPOSAL FOR ENGINEERING SERVICES
Colonial Square Round-a-bout and Sidewalks
Due: May 17, 2024 1:00 p.m.**

**Deliver to: Thomas County Board of Commissioners Office
116 West Jefferson Street
2nd Floor, Room 217
Thomasville, Georgia 31792
229.225.4100**

Lump Sum Proposal: \$ _____

Hourly Rate Schedule \$ _____

Final Design completion date: _____

Company Name: _____

Address: _____ City/State/Zip: _____

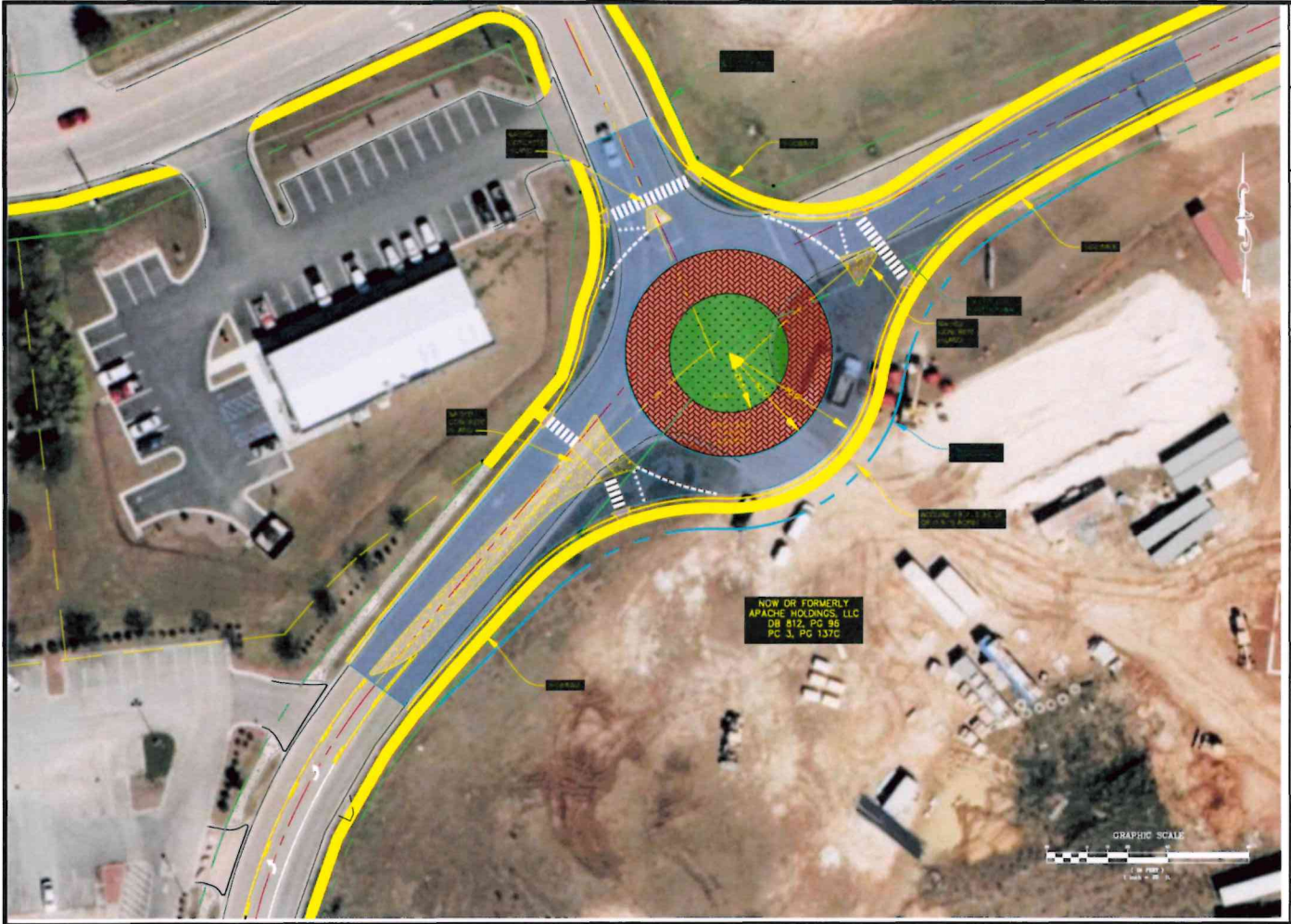
Telephone Number: _____ FAX Number: _____ E-Mail: _____

License Name and Number: _____

Signed: (sign manually, in ink): _____

Name Printed: _____ Title: _____

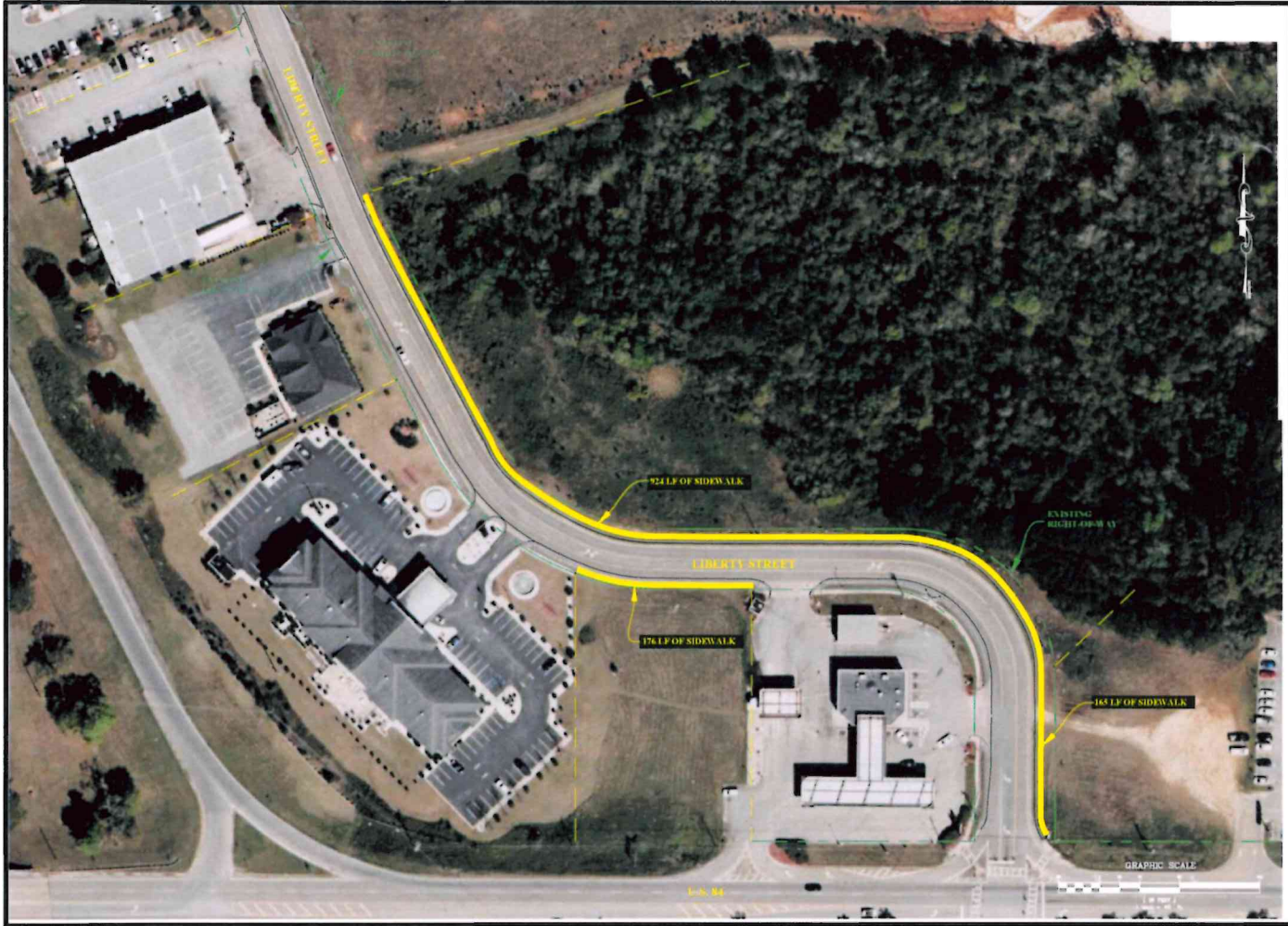
Date: _____



NOW OR FORMERLY
APACHE HOLDINGS, LLC
DB 812, PG 96
PG 3, PG 137C

GRAPHIC SCALE
1" = 50' 0"

REVISION INFORMATION	DATE
DRAWING INFORMATION	PROJECT NO.
RELIABLE ENGINEERING	
CONSTITUTION AVENUE & LIBERTY STREET ROUNDABOUT AND SIDEWALK PROJECT	
THOMAS COUNTY, GEORGIA	
ROUNDABOUT CONCEPT DRAWING AND RIGHT-OF-WAY PLANS	
SHEET	1
OF 3	



DRAWING INFORMATION		REVISION INFORMATION	
NO.	DATE	NO.	DESCRIPTION
1		1	
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5		5	
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<p>RELIABLE ENGINEERING</p>	
<p>CONSTITUTION AVENUE & LIBERTY STREET ROUNDABOUT AND SIDEWALK PROJECT</p>	
<p>THOMAS COUNTY, GEORGIA</p>	
<p>SIDEWALK CONCEPT DRAWING AND RIGHT-OF-WAY PLANS</p>	
<p>SHEET</p>	<p>2</p>
<p>OF</p>	<p>5</p>

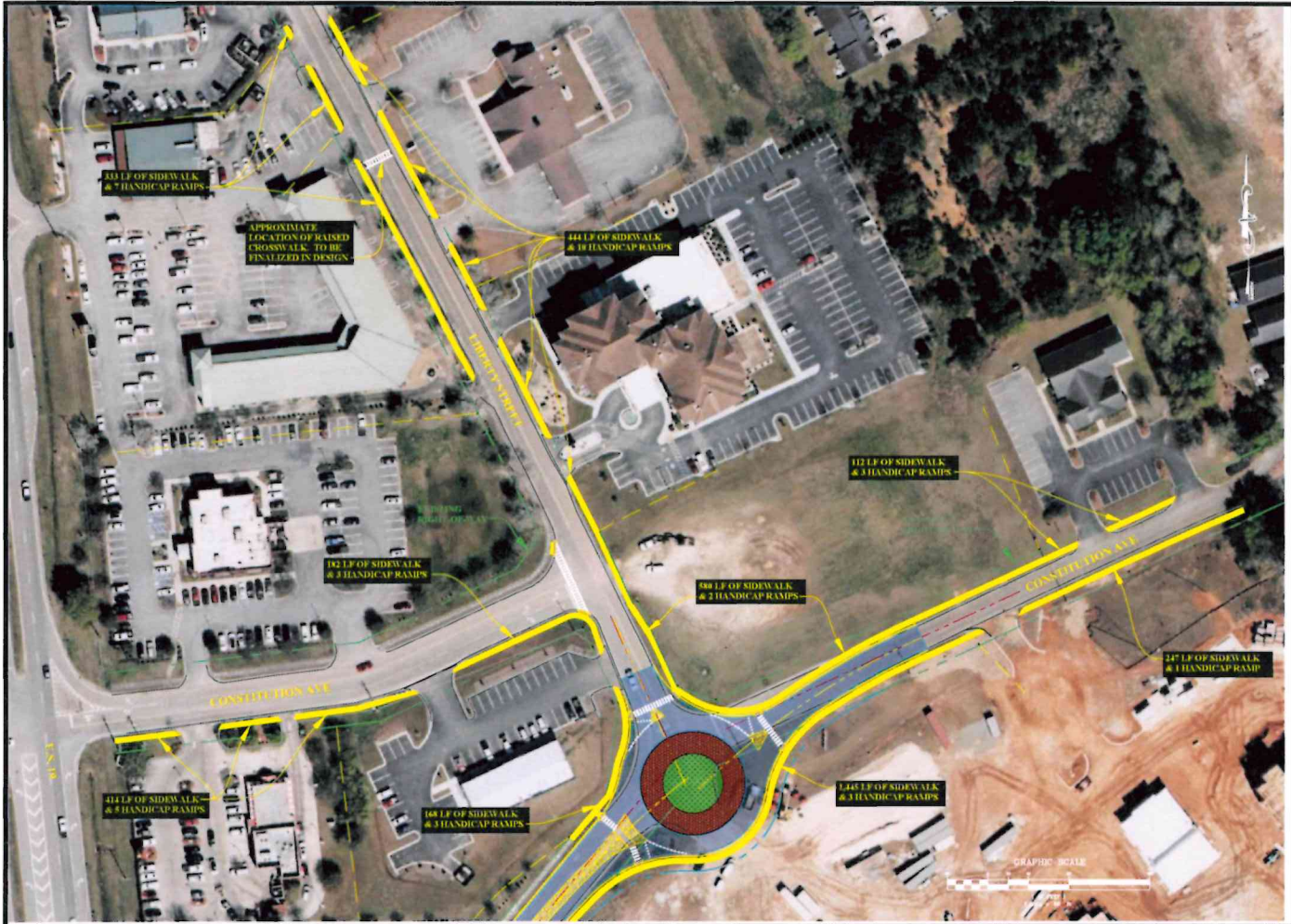


REVISION INFORMATION		DATE
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4	REVISED PER COMMENTS	12/15/2023
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CONSTITUTION AVENUE & LIBERTY STREET
 ROUNDABOUT AND SIDEWALK PROJECT
 THOMAS COUNTY, GEORGIA
 SIDEWALK CONCEPT DRAWING
 AND RIGHT-OF-WAY PLANS

SHEET
 5
 OF 5

GRAPHIC SCALE
 1" = 40'



	DATE
	REVISION DESCRIPTION
RELIABLE ENGINEERING	
CONSTITUTION AVENUE & LIBERTY STREET ROUNDABOUT AND SIDEWALK PROJECT	
THOMAS COUNTY, GEORGIA	
SIDEWALK CONCEPT DRAWING AND RIGHT-OF-WAY PLANS	
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REVISION INFORMATION

PROJECT INFORMATION

CONSTITUTION AVENUE & LIBERTY STREET
 ROUNDABOUT AND SIDEWALK PROJECT
 THOMAS COUNTY, GEORGIA
 SIDEWALK CONCEPT DRAWING
 AND RIGHT-OF-WAY PLANS

RELIABLE ENGINEERING

SHEET
 5
 OF
 5

Thomas County, GA



CONTRACTOR SAVE AFFIDAVIT

STATE OF GEORGIA
_____ COUNTY

By executing this affidavit under oath, as an applicant for a _____, County Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010. "Report of the Attorney General on Public Benefits", I am stating the following with respect to my ability to enter into a contract with _____ County.

Name: _____
(Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity)

1) _____ I am a United States Citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

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.

This ___ day of _____, 20___.

Signature of Applicant: _____

Printed Name: _____

Alien Registration number for non-citizens: * _____

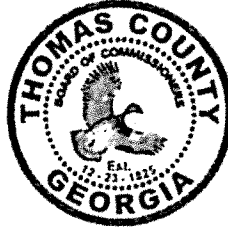
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF _____, 20___

Notary Public _____

My Commission Expires: _____

*Note: O.C.G.A. §50-36-1 (e) (2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

Thomas County, GA



CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-1991, stating affirmatively that the individual, firm, or corporation which is contracting with Thomas County 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 with Thomas County, GA; 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 Thomas County Commissioners' Office at the time the subcontractor(s) is retained to provide the service.

E-Verify User Identification Number

Legal Name of Business

BY: Authorized Officer or Agent

Project Name

Title of Authorized Office or Agent

Date

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)

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																						
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																						
	<table border="1" style="margin: auto;"> <tr> <th colspan="10" style="text-align: left; padding: 2px;">Social security number</th> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																				
Social security number																						
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																						
	<table border="1" style="margin: auto;"> <tr> <th colspan="10" style="text-align: left; padding: 2px;">Employer identification number</th> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number																				
Employer identification number																						

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

LOWER TIER CONTRACTOR CERTIFICATION REGARDING DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS

I hereby certify that I am the _____ and duly authorized representative of the firm of _____, whose address is _____, and I certify that I have read and understand the attached instructions and that to the best of my knowledge and belief the firm and its representatives:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by the Georgia Department of Transportation and by any Federal department or agency;
- (b) I acknowledge that this certification is provided pursuant to Executive Order 12549 and 49 DFR Part 29 and that this firm agrees to abide by the rules and conditions set forth therein for any misrepresentation that would render this certification erroneous, including termination of this agreement and other remedies available to the Georgia Department of Transportation and Federal Government.
- (c) I further acknowledge that this certificate is to be furnished to the Georgia Department of Transportation, in connection with the Prime Contractor Agreement involving participation of Federal-Aid Highway Funds, and is subject to applicable State and Federal laws, both criminal and civil.

Date: _____ (seal)

CERTIFICATION OF SPONSOR
DRUG-FREE WORKPLACE

I hereby certify that I am a principle and duly authorized representative of _____
(company)

whose address is _____ and it is also that:

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

Date _____

(signature)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No. Ext):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE:	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> YES <input type="checkbox"/> NO (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

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SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE