

City of Powder Springs
P.O. Box 46/4484 Marietta Street
Powder Springs, Georgia 30127

INVITATION TO BID:

Request For Proposals (RFP# 25-005)

Grounds Maintenance & Landscaping Services

1. Introduction

The City of Powder Springs is seeking competitive sealed proposals for Grounds Maintenance Contract Services. It is the intent of the City to contract for these services through an annual contract. Grounds Maintenance Contract Services covered under this agreement shall include General Specifications, Detailed Specifications, and Landscape Maintenance Tasks. This contract/agreement shall cover the below listed City owned facilities, grounds, assigned streets, and medians as follows:

- City Hall/Municipal Court – 4483 Pineview Street
- Temp City Hall – 4426 Marietta Street
- Thurman Springs Park – Mulch in the bays – Only. All other needs for this park will be handled internally including the parking lot bays connected to the park
- Ford Center Complex- Library/CAC/Senior Center – 4181 Atlanta Street
- Linear Park – From basketball court to Skate Park and surrounding slopes; slopes from basketball area to concession building.
- Butner Park
- Seven Springs Museum at Bodiford House
- Silver Comet Access at Dillard Street & Climbing Tower
- Lynn Drive from Old Lost Mountain to Thurman Springs Park
- Pineview Dr from Lynn Drive to Jackson Way Ext
- Triangles of OLM & Dallas/PS & OLM/Jackson Way
- Police Headquarters - 1114 Richard Sailors Parkway
- Lancer Park
- Marietta Street – Old Lost Mountain Road to PS Road
- Lewis Road – US 278 to Marietta Street & Lewis Ext
- Seven City Gateways/City Signs – includes all landscaped areas around the signs:
 - Gateway - Eastbound US 278 at city limits
 - Gateway - Old Austell Rd. and Austell Powder Springs Rd.
 - Gateway - Southbound New Macland Rd.
 - Lewis Road at US 278 (one sign on each side, lighted)
 - Area around “Historic Downtown” sign, Old Lost Mountain Rd. at Dallas Powder Springs Rd.
 - Information sign/landscaped area - Oakview Road at Marietta St.
- Hopkins Disc Golf Park
- Hopkins Pedestrian Park

- RD Sailors Parkway
- Dallas/Powder Springs Road
- New Macland Road from Fred Brady Bridge to Macedonia
- Austell PS Road across from Dollar General/Martin's Shopping Center
- Cemetery off Jackson Way
- Powder Springs Road from RD Sailors to City Limits
- Pre and Post Emergent at Linear Park
- Flower coloring to planters at Marietta St.
- Flower coloring at Thurman Springs Park

The purpose of these specifications is for the procurement of grounds maintenance services requested by the City of Powder Springs for the assigned areas/facilities and various City medians/sidewalks within the city limits. Answers to questions will be posted as RFP# 25-005. Addenda to the bid will be posted on the city's web site.

The deadline for submission of questions shall be **12:00 noon EST on Monday, March 31, 2025**. All questions shall be submitted to the attention of Kelly Axt, City Clerk, at kaxt@CityofPowderSprings.org. Vendors shall submit an original and four (3) copies of the proposal along with an electronic copy of the proposal.

Sealed proposals shall be submitted to City Hall at 4426 Marietta Street, Powder Springs, Georgia 30127, prior to **12:00 noon EST, Friday, April 4, 2025**. No proposals will be accepted after the 12:00 noon deadline. Proposals shall be sent to the attention of:

Dwayne Eberhart, Public Works Director
4426 Marietta Street
Powder Springs, GA 30127

2. Performance Period/Term of Agreement

The term of this agreement shall be for one year beginning on the date the annual seasonal contract is issued with an option, determined by the City, to renew at the same terms and conditions for an additional one-year period. Also, the City of Powder Springs reserves the right to cancel the agreement and/or contract with thirty (30) days written notice for any reason deemed by the City with no right to appeal. This contract may be renewed, upon agreement by both parties, for three (3) additional one-year periods. All prices quoted shall remain firm for the first two (2) years of this agreement. The specifications included herein are based on requirements to ensure that the lowest practical cost and highest practical quality of grounds maintenance services are obtained at quality prices using the latest technology. **The City of Powder Springs will not honor or consider any price increase, fuel surcharge, or add-on cost during the established performance period. Contractors must submit firm fixed pricing.**

PROPOSAL CONTENTS

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized and submitted in the format listed below. The City of Powder Springs reserves the right to request further information, contact client references, and require interviews with any responding firm.

1. COMPANY BACKGROUND

Provide information on company background to include the following:

- a. Firm local name, address, and phone number.
- b. Contact person, phone number, and e-mail address.
- c. Number of years in business.
- d. Size of firm
- e. Location of personnel that will be involved in the study.

2. RELEVANT EXPERIENCE

- a. Provide information on experience relative to providing grounds maintenance and landscaping services similar in size and scope to the services specified in this Request for Proposals. Include a list of names and addresses and a contact person from five (5) large accounts having similar facilities within the metro Atlanta area served during the last five (5) years. Include contact person e-mail address and telephone number.

EVALUATION FACTORS

3. Basis of Award

Award of bid shall be made based on price, qualification, experience, and responsiveness. Assigned city staff shall weigh these factors from each bidder and be the sole judge as to the relative merits of each bidder. The City reserves the right to split the award if it is deemed to be in the best interest of the City of Powder Springs.

In order to analyze qualification and experience, a narrative should be submitted along with the bid describing those items for your company. Three to five references from previous municipal or similar clients should also be included.

NOTE: Although pricing will weigh heavily in the award of this contract, bidders will have to meet lead-time, service, and quality criteria to be considered a "responsible" bidder who is eligible for award. In the event, the bidder wishes to provide items specified above and beyond the stated requirements of this bid at "no cost" to the City of Powder Springs, these services should be identified and included in the bid response.

4. Pricing Instructions

The bidder shall list the initial setup costs (if any) and the monthly price for each facility, building, streets, medians, and assigned areas. The total combined annual costs shall be included as the final figure. A bid form is included listing each area of maintenance individually by price and an opportunity to provide a total annual price.

5. General Specifications

The bidder must include a copy of their current herbicide and pesticide license approved by the State of Georgia. This license must be in the name of the employee(s) who will actually be performing this duty. The bidder is responsible for providing pesticide/herbicide applicators that have been trained and certified to handle and apply the classes of herbicide/pesticide products necessary to implement the grounds maintenance. **MSDS sheets for all chemicals being proposed for use under this contract shall be furnished with the bid.**

The vendor shall have at least five (5) years experience with commercial or governmental landscape maintenance. A supervisor will be required to have one of the following qualifications:

- A two (2) year degree in Landscape Management, Horticulture, or related areas from an accredited institution.
- Hold the title of Georgia Certified Landscape Professional.
- Three (3) years experience with commercial or governmental landscape maintenance.

The company must provide at the time of bid opening a list of names and addresses and a contact person from five (5) large accounts having similar facilities within the metro Atlanta area served during the last five (5) years.

If the vendor should have trouble in performing their duties for any reason, the Public Works Director or his designee shall be notified immediately. The vendor will, as a part of this agreement, be expected to work closely with the City of Powder Springs in resolving any and all problems resulting during the term of this agreement.

6. Detailed Specifications

- 6.1. The vendor is responsible to provide all labor, materials, uniform shirts, vehicles, trailers, and commercial ground maintenance equipment.
- 6.2. Maintenance equipment must have turf-tires and industrial/commercial engines. Additionally, for trimming purposes, gasoline powered industrial/commercial type line trimmers and/or edgers and mowers are required.
- 6.3. In case of equipment failures, the vendor must also demonstrate the ability to obtain back-up equipment, either through ownership or through rental of such equipment.
- 6.4. All contractors' vehicles shall be clearly marked with the company name.
- 6.5. The vendor shall require all personnel to be adequately trained in the necessary practices and techniques of ground maintenance, including but not limited to equipment use and safety.
- 6.6. A supervisor shall always be required to be on site at all times.
- 6.7. The vendor's personnel shall at all times wear uniform shirts imprinted with company name and remain appropriately dressed at all times.
- 6.8. The vendor shall be responsible for pedestrian and vehicular safety in the work zones and shall provide warning devices, personnel, and/or signs, as needed in accordance with all City, Local, County, State, and Federal requirements.
- 6.9. No work shall be performed which will impede or restrict traffic flow between the hours of 7:00-9:00am and 4:00-6:00pm, Monday through Friday. All work shall be performed during daylight hours only. Weekend work is allowed when approved by Public Works Director and Parks & Recreation Director or detailed in the agreement/contract.
- 6.10. All work shall be performed in a professional manner using equipment and techniques that meet all industry standards and regulations.
- 6.11. The successful vendor shall furnish all chemicals, herbicides, insecticides, equipment, and labor. This service shall be performed using properly registered and labeled pesticide/herbicide products, devices, and poisoning programs approved by the State of Georgia. Services must meet all county, local, state and federal standards, laws, and regulations as well as EPA regulations.
- 6.12. It shall be the responsibility of the company providing the service to provide the City of Powder Springs, upon the City's acknowledgement, a schedule at the beginning of the contract implementation date indicating time and day of service for each location.
- 6.13. An initial inspection shall be performed at all proposed work locations to determine the start up costs, if any, to perform and maintain to the City's standards. Standards to be determined by the Public Works Director and Parks & Recreation Director or designee.
- 6.14. The City of Powder Springs assumes no responsibility for accidents occurring while servicing the properties.
- 6.15. The City of Powder Springs reserves the right to renew or re-bid this service thirty (30) days before the anniversary date for the following year.
- 6.16. The company receiving the bid award must name a contact person for the servicing of this agreement.
- 6.17. The City of Powder Springs reserves the right to terminate the contract upon thirty (30) days advance written notice.
- 6.18. To qualify, a bidder shall furnish with the bid copies of all appropriate and current business licenses to operate as a landscape business in the State of Georgia, Cobb County, and the City of Powder Springs.

7. Landscape Maintenance Tasks

- 7.1. General Maintenance Tasks to be performed weekly during peak season and as needed during off season shall include but not be limited to:
- Mowing of all turf areas.
 - Edging plant beds, mulch beds, curbs, driveways, parking lots, and sidewalks.
 - Trimming around all obstacles or objects in mowing areas.
 - Trimming growth encroaching on sidewalks.
 - Ornamental shrub and tree maintenance including pruning, shaping, watering, and fertilization at a minimum twice annually or as when needed.
 - Cleaning of all paved surfaces.
 - Weed control (herbicides) in plant beds, curb, and sidewalk joints and a minimum of 3 feet beyond any guardrail
 - Removal and disposal of litter, trash, and debris within areas to be mowed, including removal of litter from any mulched areas within the mowing areas.
 - Checking of irrigation system operation when and if present.
 - Mulch application at Butner, Seven Springs Museum and Thurman Springs Parks
- 7.2. Pine straw shall be delivered and installed in all islands, manicured areas around Thurman Springs Park, Linear Park, Ford Center and areas around the buildings throughout the City property at a minimum of three (3) times annually to maintain proper levels and island appearance. This shall be included in the contract/agreement and not billed separately.
- 7.3. Turf fertilizer shall consist of the highest quality and slow-release type to ensure proper turf growth, texture, and color for the season that it is being applied. Fertilizer shall be applied at a minimum of four (4) times annually. Labels shall be submitted to the Public Works Director and Parks and Recreation Director for approval prior to application and provide notification when applications are made.
- 7.4. Turf and Shrub pre-emergent shall be applied to all lawn and plant bed areas to prevent germination of weeds and thus helping to prevent new weed growth. This should be applied at a minimum of three (3) times annually and provide notification when applications are made.
- 7.5. Shrub fertilizer shall consist of the most high-quality homogenous plant fertilizer to maximize root growth and stimulate leaf/flower production for the season that it is being applied. Fertilizer shall be applied at a minimum of three (3) times annually. Labels shall be submitted to the Public Works Director and Parks and Recreation Director for approval prior to application and provide notification when applications are made.
- 7.6. Fungicides, although not routinely required, are needed in some cases. If needed, fungicides shall be applied to all lawn and/or island areas to control funguses and diseases. Upon approval, these applications shall be billed separately per application.
- 7.7. Insecticides, although not routinely required, are needed in some cases. If needed, Insecticides shall be applied to all lawn and/or island areas for eradication and control of destructive type insects. Upon approval, these applications shall be billed separately on a material plus labor basis.

- 7.8. Seasonal color shall be provided upon request. The quantity and price is adjustable dependent upon customer's desired resulting appearance. Upon approval, the flowers shall be delivered, installed, and billed separately.
- 7.9. All landscaping shall be maintained in a neat and well-groomed manner, free of trash, weeds, and debris.
- 7.10. All paved surfaces shall be cleaned off by sweeping or blowing.
- 7.11. Shrubs shall be pruned and shaped at a minimum of two (2) times annually in a manner to preserve the natural form and to control size when necessary. Pruning shall also be done to remove suckers, broke branches, and dead wood, removal of limbs interfering with pedestrian or vehicle traffic and to prevent sight distance problems.
- 7.12. Open ground between plants in mulched areas shall be always kept free of weeds, by hand weeding and/or chemical control.
- 7.13. Weeds and vines growing in shrubbery shall be controlled manually or plant material damaged by herbicides shall be replaced at the vendor's expense.
- 7.14. Regular inspections of all plant material must be made once per month to detect pests, disease, or cultural problems and appropriate fungicides or pesticides shall be applied as needed for control.
- 7.15. Litter shall be picked up prior to mowing.
- 7.16. Blades on mowing equipment shall be kept sharp and guards shall be in place to minimize objects being thrown from beneath mowers.
- 7.17. Trim mowers shall be used in turf areas that are too small for larger mowers.
- 7.18. All shrub and ground cover areas, mulched areas, curbs and gutters, concrete medians, areas around obstacles and any other non-mowing areas shall be kept free of weeds throughout the contract period.
- 7.19. All work areas shall be cleaned up at the end of each workday. No clippings, trash bags, equipment, vehicles, etc. shall be left on site overnight.
- 7.20. All work is subject to inspection by the city. If the City representative finds correction is to be made in any area, payments will be withheld until the deficiency has been corrected. The City shall be notified when correction has been made. After the City inspects corrected area, payment will be made.
- 7.21. Signs, other than those installed by the City, are not permitted on the right of way. Contractor shall remove and turn in all illegal signs to Public Works Department. This includes advertising signs, political signs, yard sale notices, etc.

BID FORM

RFP# Grounds Maintenance and Landscaping Services		
Location/Description (details available in introduction)	Monthly Cost	Annual Cost
City Hall/Municipal Court – 4483 Pineview Street		
Temp City Hall – 4426 Marietta Street		
Thurman Springs Park – Mulch in bays – Only. All other needs for this park will be handled internally including the parking lots bays connected to the park.		
Ford Center Complex- Library/CAC/Senior Center – 4181 Atlanta Street		
Linear Park – From basketball Court to Skate Park and surrounding slopes; slopes from basketball area to concession building.		
Butner Park – Butner Street		
Seven Springs Museum at Bodiford House – 4355 Marietta St		
Silver Comet Access at Dillard St. & Climbing Structure		
Lynn Drive from Old Lost Mountain to Thurman Springs Park		
Pineview Dr from Lynn Drive to Jackson Way Ext		
Triangles of OLM & Dallas/PS & OLM/Jackson Way		
Police Headquarters - 1114 Richard Sailors Parkway		
Lancer Park – Lancer Drive		
Marietta Street – Old Lost Mountain Road to PS Road		
Lewis Road – US 278 to Marietta Street & Lewis Ext		
Seven City Gateways/City Signs – includes all landscaped areas around the signs		
Hopkins Disc Golf Park - Hopkins Rd		
Hopkins Pedestrian Park – Hopkins Rd		
RD Sailors Parkway		
Dallas/Powder Springs Road		
New Macland Road from Fred Brady Bridge to Macedonia		
Austell PS Road across from Dollar General/Martin's Shopping Center		
Cemetery off Jackson Way		
Powder Springs Road from RD Sailors to City Limits		

Pre and Post Emergent at Linear Park		
Flower coloring to planters at Marietta St.		
Flower coloring at Thurman Springs Park		
Total		

Request for Proposals

All Bidders must comply with and provide proof of all local, county & state licensing requirements including but not limited to E-verify, insurance and workman's comp., and W-9 tax document.

Powder Springs reserves the right to accept or reject any or all proposals and award in the best interest of the City. Bidders must provide current local business license.

Proposals must be delivered to the address listed above no later than the time and date indicated. The accepted bid package must be clearly marked with the name of the company and contact information.

QUESTIONS: All questions or request for additional information must reference **RFP # 25-005** Grounds Maintenance and must be submitted by email or in writing by 12 noon, March 31, 2025 to: Dwayne Eberhart Public Works Director, 4426 Marietta Street, Powder Springs, GA 30127 or deberhart@cityofpowdersprings.org

All questions and answers will be posted as RFP addenda to the bid link on the City's website. After the RFP is issued, no contact will be permitted between bidders and any other City staff members or elected officials, except through the Public Works Director. The phone number for City Hall is 770-943-1666. There will be NO formal bid opening.

GENERAL INSTRUCTIONS

1. All Proposals must be delivered to the City of Powder Springs, City Clerk's Office, 4426 Marietta Street, Powder Springs, GA 30127, no later than the time and date indicated in the Request for Proposals. Any Proposals received after that time will not be considered for award.
2. The City of Powder Springs is a tax-exempt Municipal Corporation. No sales tax will be charged on any products or services.
3. The City of Powder Springs reserves the right to waive any and all technicalities, formalities, or irregularities. The city may also accept or reject any or all Proposals and award the bid to the lowest responsive and responsible bidder in the best interest of the City. The City may reject the Proposals of any vendor

that has previously failed to perform properly or complete on time, contracts of a similar nature. Proposal by a vendor that, in the sole opinion and discretion of the City of Powder Springs, is not in the position to fulfill the contract may also be rejected.

4. All information regarding bidder name, address, telephone number and contact person must be provided. Bidders must provide bid prices and other information as indicated in the Scope of Work in an electronic file (PDF or DOC format).
5. All bidders shall provide appropriate proof of a current and valid business license issued by an agency from within the State of Georgia or one of the contiguous United States.
6. Proposal may be withdrawn by written request, provided such withdrawals are received prior to the time and date for submittal of a Proposal.
7. All Proposals must be submitted with one original and two (2) copies.
8. If a bidder chooses to not submit a Proposals, it is requested that a "NO BID" be submitted stating the reason for the "no bid". For our purposes, it is important that we know why bidders chose to not submit. Any bidder submitting a "no bid" will be recorded as such.
9. Bidders not responding will be recorded as "No Response".

SPECIAL INSTRUCTIONS

1. Scope Reduction Clause

The City of Powder Springs (the "City") reserves the right to reduce or increase the scope of the project. The City of Powder Springs, at its sole discretion, reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction clause will be enacted only if it is in the best interest of the city and constitutes no guarantee of scope.

2. Additional Work

The City of Powder Springs reserves the right to add to the contract any future work, with the agreement of the vendor a mutually agreeable compensation term. This option will be enacted during the contract or within twelve months of the end of the contract, if in the best interest of the City, and with agreement of the vendor.

3. Insurance Requirements

All Proposal submitted must be accompanied by a Certificate of Insurance in compliance with the minimum requirements of the State of Georgia to include worker's compensation. Upon Bid Award, Vendor shall present a Certificate naming the City of Powder Springs as Additional Insured. Vendor shall be responsible for all injuries or damages of any kind resulting from his work to persons or property. The minimum insurance requirements are as follows:

- a. Commercial General Liability Coverage for personal injury and/or property damage with a minimum limit of \$1,000,000 per occurrence.
- b. Commercial Excess Umbrella for liability for bodily injury and/or property: damage and in excess over other coverage in an amount of at least \$2,000,000 combined single limit.
- c. Worker's Compensation and Employers Liability - Statutory coverage at a minimum of \$500,000 per accident.

- d. Each policy shall contain an endorsement that, in the event of change or cancellation, a thirty (30) days prior written notice must be sent by mail to the City.

4. Indemnification

Vendor shall assume the obligation to indemnify and hold harmless the City, its officers, employees, engineers, associates, agents, sub vendors and representatives from and against any and all claims, damages, suits, fees, judgments, costs, expenses (including attorneys' fees), liability or payment arising out of, or through, injury to any person or persons including death and loss of services, or damage to property, suffered through any cause whatsoever in the work involved in the contract and to defend on their behalf any suit brought against them arising from such cause. Any and all damages and costs associated with and to pedestrians, vehicles, buildings, etc. are the sole responsibility of Vendor. The City may review any disputes and the City's decision shall be final.

5. Georgia Security and Immigration Compliance

In compliance with the Georgia Security and Immigration Compliance act of 2006 Act 457, Section 2 of Senate Bill 529, Chapter 300-10-1 (O.C.G.A. 13-10-91), all vendors must comply with the above-mentioned State of Georgia regulations by completing the provided affidavits relative to vendor and sub vendor stating affirmatively that the vendor and any sub vendors are registered and participating in a federal work authorization program. All applicable affidavits have been included with this RFP and must be signed and provided with the Proposal submission.

6. Personnel

Vendor shall only hire and employ individuals performing services hereunder with suitable training, experience and skills to perform the services and the position to which such individual is assigned. Vendor shall, at its expense, conduct (or cause to be conducted), in compliance with all applicable laws, the following checks on each individual performing services hereunder:

- a. Background check, including the: (i) name and all names used in the previous seven years, (ii) date of birth, (iii) city, state, and country of birth, and (iv) passport number (if one is held) and issuing country, issue date and expiration date.
- b. Criminal checks; and
- c. Drug testing.

At the City's request, and to the extent permitted by law, Vendor shall provide copies of such checks with respect to any individual performing services hereunder, and the City shall comply with the law with respect to the use, retention, disposal and confidentiality of such information. With respect to any individual performing services hereunder that the City believes is (a) not conducting him or herself in accordance with the applicable code of conduct as provided to Vendor by the City from time to time, (b) improperly providing the services, (c) engaged in conduct that is criminal, fraudulent or likely to cause harm to the City's employees or property or (d) not adequately complying with the terms of the service contract, Vendor shall, upon the City's request, as soon as reasonably practicable: (i) if applicable, terminate such individual's access to City property, and (ii) remove such individual of his or her responsibility of providing services to the City.

7. Ordinances and Regulations

Selected vendor(s) must comply with all pertinent federal, state and local ordinances and regulations. Vendor shall adhere to all City of Powder Springs ordinances pertaining to the work performed as found at <http://library.municode.com/index.aspx?clientId=12469&stateID=10&statename=Georgia>

8. Default and Termination

- a. **Default** - The City may on thirty (30) days written notice to the Vendor terminate the service contract, and without prejudice to any other remedy it may have, when the Vendor materially defaults in the performance of any provision of this specification, or materially fails to carry out the work in accordance with the provisions of the service contract. Default by the Vendor will include, but is not limited to, the following:
 - i. Failure by the selected firm to provide service in accordance with the specifications.
 - ii. Vendor fails to continually perform the service for three (3) consecutive business days during the term hereof for reasons other than a force majeure event.
 - iii. Insolvency or filing of a voluntary or involuntary petition in bankruptcy court by the Vendor.
 - iv. Commencement of a foreclosure proceeding of a lien against the facility or its conveyance in lieu of foreclosure.
 - v. Vendor fails to cure any other breach of default in the performance of its duties or obligations set forth in the contract within five (5) days of receipt by Vendor of written notice of such breach or default.
- b. **Termination** - The City may terminate the contract, for convenience purposes, upon sixty (60) days written notice. Upon any termination of the contract, the Vendor shall, unless notified in writing otherwise, take all reasonable precautions to complete the work in progress and to minimize the expenses of the City incident to such termination and the completion of the work. Thereafter, the Vendor shall promptly discontinue the work. The city will pay the Vendor all monies owed for work completed.
- c. **Termination Assistance Services** - If requested by the City, Vendor shall provide the City with such assistance as may be required to transition the provision of the services from Vendor to a successor service provider without interruption to, or degradation of, the services, including, without limitation, continued provision of the services and any additional services as are reasonably requested by the City.

9. Required Submissions

- a. All Proposals must be submitted with one original and two (2) copies. All copies must contain all required forms, acknowledgements, affidavits of compliance with the Georgia Security and Immigration Act, verification of any required bid bonds and the bond check, a current occupational/business license, and a current and valid Certificate of Insurance showing the minimum insurance coverage as specified above.

- b. On the Vendor Questionnaire and Reference Forms provided in this RFP, all bidders must provide a minimum of three (3) business and/or government references to the City of Powder Springs for which a project similar to the scope of this project was completed within the last three (3) years. This listing shall include names, addresses, telephone numbers and email addresses of the business/government official project manager.

**City of Powder Springs, Georgia
VENDOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned vendor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & 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 Rule Pilot Program" is 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.

The undersigned further agrees that, should it employ or contract with any sub vendor(s) in connection with the physical performance of services pursuant to this contract with the City of Powder Springs, vendor will secure from such vendor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub vendor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Vendor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Powder Springs at the time the sub vendor(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, the _____
day of _____, 2025

Notary Public: _____

My commission expires: _____

**City of Powder Springs, Georgia
SUB VENDOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned vendor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & 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 Rule Pilot Program" is 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.

EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent of Sub vendor

Date

Title of Authorized Office or Agent of Sub vendor

Subscribed and sworn before me on this, the _____
day of _____, 2025

Notary Public: _____

My commission expires: _____

Company Name: _____

Company Representative: _____

Address: _____

Phone: _____

Email: _____