INVITATION TO BID

Sealed Envelope shall be marked with the following information:
Bid # 20-19
Rehabilitation of a Single Family Home (NSP)
Opening: 3:00 PM, October 28, 2019

SCHEDULE OF EVENTS FOR
BID # 20-19

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Pre-Bid Conference and site visit has been scheduled at 10:00 AM</td>
<td>10:00 AM October 4, 2019</td>
</tr>
<tr>
<td>on October 4, 2019 at 300 Falling Timber Court, Stockbridge, GA 30281.</td>
<td></td>
</tr>
<tr>
<td>Deadline for requests for clarifications and questions. Any possible exceptions</td>
<td>3:00 PM October 14, 2019</td>
</tr>
<tr>
<td>to the bid specifications and/or terms and conditions should be addressed</td>
<td></td>
</tr>
<tr>
<td>during this phase. These requests will be answered in an addendum and must</td>
<td></td>
</tr>
<tr>
<td>be emailed to: <a href="mailto:purchasing@co.henry.ga.us">purchasing@co.henry.ga.us</a></td>
<td></td>
</tr>
<tr>
<td>*Deadline for first addendum, if required, posted on the Henry County website:</td>
<td>3:00 PM October 21, 2019</td>
</tr>
<tr>
<td>henrycounty-ga.com/purchasing</td>
<td></td>
</tr>
<tr>
<td>Sealed bids will be accepted until the opening date and time. Any late</td>
<td>3:00 PM October 28, 2019</td>
</tr>
<tr>
<td>submittals received will not be considered. Submittals are to be delivered to</td>
<td></td>
</tr>
<tr>
<td>Henry County Purchasing Department, 140 Henry Parkway, McDonough, GA 30253.</td>
<td></td>
</tr>
</tbody>
</table>

THIS FORM MUST BE SIGNED AND SUBMITTED TO BE CONSIDERED FOR AWARD

*The posting of additional addenda may be required and it is the responsibility of the bidder to ensure that they review the County’s website for any additional addenda, and that they submit acknowledgement of all applicable addenda (on the included form) with their solicitation. Bidders should not expect to be individually notified by Henry County.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION I – GENERAL OVERVIEW</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - PURPOSE</td>
<td>3</td>
</tr>
<tr>
<td>B - GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS</td>
<td>4 - 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION II – SPECIFICATIONS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – SCOPE OF WORK</td>
<td>13</td>
</tr>
<tr>
<td>B – COMPLETION OF JOB</td>
<td>13</td>
</tr>
<tr>
<td>C - INSURANCE REQUIREMENTS</td>
<td>13 - 14</td>
</tr>
<tr>
<td>D – NSP CONTRACTOR FEDERAL REGULATIONS</td>
<td>14 - 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION III - FORMS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD CONTRACT (SAMPLE)</td>
<td>16</td>
</tr>
<tr>
<td>BID AUTHORIZATION AFFIDAVIT</td>
<td>17</td>
</tr>
<tr>
<td>NON-CONFLICT OF INTEREST</td>
<td>18</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>19</td>
</tr>
<tr>
<td>GA SECURITY &amp; IMMIGRATION COMPLIANCE AFFIDAVIT &amp; AGREEMENT</td>
<td>20</td>
</tr>
<tr>
<td>SUPPLIER INCLUSION PROGRAM</td>
<td>21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NSP FORMS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATION REGARDING LOBBYING</td>
<td>22</td>
</tr>
<tr>
<td>CDBG PROGRAM CONTRACTOR INFORMATION FORM</td>
<td>23</td>
</tr>
<tr>
<td>CDBG HOUSING REPAIR PROGRAM CONTRACTOR REFERENCE FORM</td>
<td>24 - 26</td>
</tr>
<tr>
<td>SECTION 3 BUSINESS CONCERN SELF CERTIFICATION FORM AND SECTION 3 RESIDENT CERTIFICATION</td>
<td>27</td>
</tr>
<tr>
<td>SECTION 3 BUSINESS CONCERN SELF CERTIFICATION</td>
<td>28</td>
</tr>
<tr>
<td>SECTION 3 RESIDENT CERTIFICATION</td>
<td>29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BID PRICE SHEET(S)</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 - 32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHECKLIST FOR BID DOCUMENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION IV – SEALED BID LABEL</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>
SECTION I - GENERAL OVERVIEW

A. PURPOSE
The intent of this invitation is to obtain competitive sealed bids from qualified vendors for the rehabilitation of a single family home located at 300 Falling Timber Court, Stockbridge, GA 30281. This project is proposed to be funded with federal Neighborhood Stabilization Program funds and thus is subject to all applicable Equal Opportunity and Civil Rights guidelines. Contractors must hold an active Residential Basic, Residential-Light Commercial Contractor, or General Contractor License and maintain insurance. The Contractor shall furnish all labor, materials, equipment, and services required to fulfill the terms and conditions of this bid.

B. GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

1. Bids Submission
   a. These instructions will bind bidders to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual bid. These instructions are to be considered an integral part of the bid.
   b. Bids may be submitted by mail, common carrier or delivered in person. Fax or electronic bids are not acceptable. It shall be the duty of each Bidder to ensure that their bid is delivered within the time and at the place prescribed in this document. Bids received prior to the time fixed in this bid document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the Purchasing Department. Any bid received at the office designated in this document after the exact time and date specified, will not be considered. If a late bid is received via carrier, it will be marked “late bid” and will not be opened. If a late bid is hand delivered, it will be returned unopened to the presenter.
   c. At the date and time specified for the opening of the bid, the bid shall be publicly opened and read aloud for the information of Bidders and others present.
   d. The bid must be submitted in a sealed envelope/parcel on or before the date and time stated in this document and is to be mailed or delivered to:

   Henry County Purchasing Department
   140 Henry Parkway
   McDonough, GA  30253

   Bid # 20-19

   Rehabilitation of a Single Family Home (NSP)

   e. The Submittal Checklist must be reviewed and the bidder is to comply with the order of the submittal of documents. This document along with the cover page (page 1) is to be included with the bid.
   f. The following items are to be submitted:
      • One (1) unbound clearly marked “Original,” of the bid documents,
      • One (1) bound copy identical to the original bid documents, and
      • One (1) electronic version in PDF format on CD/DVD or USB flash drive identical to the original bid documents. The CD/DVD or USB flash drive should be labeled with the bid number and bidder’s name.
   g. All bids must be manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the bid.
   h. If descriptive literature is attached to the bid, your firm’s name must be on all sheets submitted.
   i. Each bid submitted shall be deemed to have been made with full knowledge of all terms, conditions, and requirements contained in this Bid request. The failure or omission of any Bidder to examine any form, instrument or document shall in no way relieve any Bidder from obligations in respect to the bid submittal or the compliance of the terms, conditions and requirements of the bid.
j. Individual contractors shall provide their Social Security number and proprietorships; partnerships and corporations shall provide their Federal Employer Identification number on page one of this bid documents and provide a completed W9 form to be submitted with the bid.

k. The authorized representative whose signature will appear on the bid submitted certifies that the Bidder has carefully examined the instructions of this bid and the terms and specifications applicable to and made a part of this bid. The Bidder further certifies that the prices shown on the Bid Price Submittal Form is in accordance with the conditions, terms and specifications of the bid and that any exception taken thereto may disqualify the bid.

l. Any documentation submitted with or in support of a bid or bid shall become subject to public inspection under the Georgia Open Records Act. Labeling such information “Confidential”, “Proprietary”, or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.

2. Preparation of Bids
   a. Negligence on the part of the Bidder in preparing the bid confers no right for withdrawal or modification in any way after the deadline for the bid opening.
   b. Unit price must be shown on the Bid Cost Submittal Form in this document. All bids should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
   c. All product, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
   d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the Bidder’s request and expense if items are not destroyed by testing.
   e. Full identification of each item bid upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the Bidder is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term “or equal” if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective Bidders are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the bid for further consideration. Final determination of equivalency will be determined by Henry County.

3. Clarification and Communication to County Concerning Bid
   a. From time to time, the Purchasing Department may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, Addenda. It is the ultimate responsibility of the Bidder to ensure that they have all applicable addenda prior to the bid/bid submission. Therefore, we encourage all Bidders to frequently review the County’s website: henrycounty-ga.com/purchasing
      All addenda forms must be signed and submitted with the bid. Failure to respond and acknowledge any addenda or requests for clarification, even after the bid opening, shall result in a non-responsive bid.
   b. The successful firm’s bid and all addenda will become a part of the agreement resulting from this document.
   c. Bidders seeking an award of a Henry County contract shall not initiate or continue any verbal or written communication regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Department between the date of the issuance of the solicitation and the date of the final contract award by the Board of
Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award. EXCEPTION to the above would be emailing request for clarification and/or questions to the Purchasing Department – purchasing@co.henry.ga.us. (These requests will be answered in an addendum. Please see schedule of events.)

4. Pre-Bid Conference
The Pre-Bid Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in the “Schedule of Events” of this bid. Unless indicated otherwise, attendance is not mandatory; although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award.

5. Rejection and Withdrawal of Bids
a. Withdrawal of bid due to errors, the supplier has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of bid in order to withdraw a bid after bid opening. Withdrawal of bid for this reason must be done in writing within the forty-eight hour period.
b. The County will make a recommendation of the bid/bid to the Board of Commissioners within 60 days from date of the opening, unless the successful Bidder agrees in writing to a longer period for the award.
c. The County may reject all or part of the bid/bid within 60 days of bid opening.

6. Bid and Contract Documents
a. A bid executed by an attorney or agent on behalf of the Bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder.
Corporation: If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation’s trade name. In addition, the bid shall be signed by an officer of the corporation.
Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.
Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.
Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.
b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
c. Contract Term – The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the Time Line Schedules submitted by the successful Consultant.

7. Exceptions and Omissions
Any exceptions to the specifications and/or terms and conditions must be addressed during the question/clarification and addendum phases.
8. **Alterations of Solicitation and Associated Documents**
Alterations of County documents are strictly prohibited and will result in automatic disqualification of the Bidder’s solicitation response.

9. **Cost Incurred by Vendors**
All expenses involved with the preparation and submission of the bid to the Henry County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. **Codes, Permits, Fees, Licenses and Law**
   a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Bidder. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
   b. **Effective July 1, 2008:** All General Contractors must have a current valid license from the State Licensing Board for Residential and General Contractors, unless specifically exempted from holding such license pursuant to Georgia law, O.C.G.A. Section 43-41-17.
   c. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the County must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1.02, in all manner, and such are conditions of the contract. By submitting a bid to the County contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance. Such attestation(s) shall be maintained and may be inspected by the County at any time. An affidavit of such compliance included with the bid, must be signed by the contractor, and will become part of the contract.

11. **Safety**
All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

12. **Design, Standards and Practices**
Design, strength, quality of materials and workmanship must conform to the industry acceptable standards of engineering practices and/or professional services.

13. **Statement of Warranty**
A Statement of Warranty should include all applicable manufacturers’ warranty and the Contractor’s warranty in regards to equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

14. **Non-collusion**
By submitting a bid in response to this solicitation, the Bidder represents that in the preparation and submission of this bid, said Bidder did not either directly or indirectly, enter into any combination or arrangement with any person, Bidder, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6
through 59.68.8). Collusion and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

15. **Nondiscrimination**
Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:
   a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination;
   b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

16. **Drug Free Workplace Certification**
By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 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. The undersigned further certifies that:
   a. A drug-free workplace will be provided for the Contractor’s employees during performance of the contract; and
   b. Each Contractor who hires a subcontractor to work in a drug-free work place 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 Paragraph (7) of Sub-section (b) of Code Section 50-24-3”.
   c. The Contractor further certifies that he 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.
   d. Contractor may be suspended, terminated, or debarred if it is determined that:
      (1) The Contractor has made false certification hereinabove; or
      (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

17. **Georgia Security and Immigration Compliance Act**
Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this bid and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between Henry County and the successful Contractor.

18. **Supplier Inclusion Program**
Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. Please see the Supplier Inclusion Program form for a description of each of these type businesses.

19. **Delivery and F.O.B. Destination**
a. All prices shall include shipping and delivery cost to our destination; F.O.B., Henry County, Georgia, unless otherwise requested. The Bidder shall handle all material procurement, storage
and delivery to project site. Unless otherwise specified in this specification, Bidder shall supply all materials required. The County will grant no allowance for boxing, crating or delivery unless specifically provided for in this bid. The Bidder shall retain title for the risk of transportation, including the filing for loss or damages.

b. The County desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a bid. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

20. Discounts
Cash discounts for early payment (i.e. 2%-10) or Net 30 terms should be shown separately, even if terms are Net.

21. County’s Tax Exemption
Henry County is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and services purchased directly by Henry County. Exemption certificates furnished upon request.

22. Award of Contract
a. Henry County desires to complete the award process in a timely manner. Henry County reserves the right to reject or accept any or all bid/bids, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of bid(s) selection which would be the most advantageous to the County with price and other factors considered. Henry County may elect to waive any technicalities. The bid will be awarded to the lowest responsive, responsible Bidder(s), if awarded. The bid specifications and results will be available on the County’s website: [henrycounty-ga.com/purchasing](http://henrycounty-ga.com/purchasing)

b. Henry County reserves the right to reject any bid if the evidence submitted by or investigation of, the Bidder fails to satisfy the County that the Bidder is properly qualified to carry out the obligations of the Contract. If the successful Bidder defaults on their bid, an award may be made to the next low responsive and responsible Bidder.

Responsibility - The determination of the Bidder’s responsibility will be made by the County based on whether the Bidder meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery and installation schedule.
- Has a satisfactory record of performance.
- The ability of Bidder to provide future maintenance and service for the use of the contract under consideration.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors as appear to be pertinent to either the bid or the contract.

Responsiveness - The determination of the Bidder’s responsiveness will be made by the County based on a consideration of whether the Bidder has submitted complete bid documents meeting bid requirements without irregularities, excisions, special conditions, or alternatives bids for any item unless specifically requested in the bid solicitation.

c. Henry County is subject to making records available for disclosure after the Board of Commissioners approval of the recommendation. The award shall be made by the Board of Commissioners of Henry County unless the lowest, qualified bid is less than the Board of Commissioners’ approval limit. No claim shall be made by the selected Consultant for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the bid. The total of the awarded contract shall not exceed the available funds allocated for the bid project.
23. Local Vendor Privilege  
   a. There is established in Henry County, a local vendor privilege. Bids or bids awarded to local vendors contribute to the local tax base and will therefore be given special consideration when bidding against out-of-jurisdiction (out-of-county) vendors. Bids or bids received from local vendors will be given preference if such bid or bid is responsive and within five (5) percent of the low bid submitted by any out-of-county bidder. In such instance, the local vendor will be given the opportunity to match the low bid offered by the out-of-county vendor. If such local vendor agrees to match the low bid received from the out-of-county vendor within the time specified by the county, the bid shall be awarded to the local vendor.  
   b. A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements prior to any award of a contract or purchase:  
      1. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of Henry County; and  
      2. The business or supplier must have a current occupational tax certificate; and  
      3. The business or supplier must have paid all real and personal taxes owed the county; and  
      4. The business or supplier must certify its compliance with the Georgia Security and Immigration Act.  
   c. This policy shall not apply to any bid or bid for material, equipment or services in excess of one hundred thousand dollars ($100,000.00). In such cases, the bid award shall be subject to the competitive bidding requirements as otherwise provided herein or general law.  

24. County Direction of Project Site and Monitoring of Work  
   a. The Contractor may have a Project Coordinator, but the project site shall remain under the control of Henry County. The Contractor shall provide and make available an appointee to Henry County for project coordination and supervision of Bidder installation personnel. Coordination consist of meeting with the Henry County representatives to review the project; on site walk throughout of installation area(s) before the installation begins; review installation procedures; review installation progress and to handle any problems during installation until project completion.  
   b. The successful Bidder will promptly correct all work rejected by the County as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether or not fabricated, installed, or completed. The successful Bidder will bear all costs of correcting such rejected work.  
   c. The Contractor shall insure all trash generated by work performed shall be removed from the site and properly disposed as each work operation is completed in a given area. Additionally, the Contractor shall ensure all disturbances to the area where the Contractor performed work are restored to the same condition prior to start of the project. If an inspection reveals that the Contractor fails to clean up after work has been performed. The County will notify the Contractor of the discrepancy and the Contractor will have twenty-four (24) hours to make the correction. Should the Contractor still fails to clean the area, the County reserves the right to make other arrangements to have the area cleaned and the County shall deduct the cost from the Contractor’s invoice.  
   d. No one except authorized employees of the Contractor is allowed on the premises of Henry County facilities. Contractor employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.  
   e. All information disclosed by Henry County to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor during the course of performing such work is to be kept strictly confidential.
25. **Indemnification**
   a. The vendor that is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless Henry County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Henry County and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.
   b. The contractor’s indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

26. **Controlling Law, Venue**
   Any dispute arising as a result of this bid and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Henry County, Georgia. This Agreement shall be governed by the applicable laws of the County of Henry and the State of Georgia. Any dispute arising out of the agreement, this bid solicitation, its interpretations, or its performance shall be litigated only in the County of Henry Judicial Courts.

27. **Contractor as Independent Contractor**
   In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of County. The selection, retention, assignment, direction and payment of Contractor’s employees shall be the sole responsibility of Contractor.

28. **Assignment**
   The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of Henry County.

29. **Owner and Ownership of Documents**
   The Henry County Board of Commissioners, 140 Henry Parkway, McDonough, Georgia 30253 is the owner of the proposed work. Reports and all relevant data such as maps, diagrams, plans, designs, electronic data, statistics, specifications, and other supporting records or drawings compiled or prepared in the course of performance of the services required by this contract shall be the absolute property of the County and shall not be used by the Contractor for purposes unrelated to this contract without the prior written approval of the County. Such original documents shall be turned over to the County upon completion of the project except that Contractor shall have the right to retain copies of the same.

30. **Performance of Contract**
   a. Henry County reserves the right to enforce the Contractor’s performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the Bidder’s performance.
   b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
c. The Contractor accepts the relationship of trust and confidence established by the award of this bid solicitation. The Contractor covenants with the County to utilize the Contractor’s best skill, efforts and judgment in furthering the interest of the County; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the County.

d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

31. Default and Termination

a. Termination by Contractor

The agreement resulting from this bid shall be subject to termination by Contractor in the event of any one or more of the following events: The default by County in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of County to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Contractor to remedy the same.

b. Termination by County

The agreement resulting from this bid shall be subject to termination by the County at any time in the opinion of the County; the contractor fails to carry out the contract provisions of any one or more of the following events:

1. The default by Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Contractor to remedy, or undertake to remedy with sufficient forces and to the County’s reasonable satisfaction, the County shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Contractor fails to remedy such conditions within thirty (30) days to the satisfaction of the County, the County may exercise their option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the County.

2. Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.

3. Contractors’ failure to conduct services according to the approved bid specifications.

4. Contractors’ failure to keep, perform, or observe any other term or condition of this Agreement.

5. Contractor’s performance of the contract is unreasonably delayed.

6. Should the successful Bidder fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the County reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.

7. The Contractor agrees by its bid submission that the County’s decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this bid, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch.
d. **Waiver**
The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

32. **Invoices**
Invoices and/or statements should not be faxed but originals must be mailed directly to:

   Henry County Board of Commissioners  
   Finance Department  
   140 Henry Parkway  
   McDonough, GA  30253

The following information must appear on all invoices submitted:

- Name and address of successful Bidder;
- Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
- Henry County’s Purchase Order Number and Bid Package number;
- Invoices shall be based upon actual services rendered, actual work performance and/or products delivered.

33. **Payment**
Payment shall be tendered to the successful Bidder upon acceptance and approval by the County for satisfactory compliance with the general terms, conditions and specifications of the bid; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted; and receipt of a valid invoice.
SECTION II - SPECIFICATIONS

A. SCOPE OF WORK
The Henry County Board of Commissioners is accepting sealed bids from qualified vendors for the rehabilitation of a single family home located at 300 Falling Timber Court, Stockbridge, GA 30281 per the specifications listed on the “Bid Price Sheet.” This project is proposed to be funded with federal Neighborhood Stabilization Program funds and thus is subject to all applicable Equal Opportunity and Civil Rights guidelines. Contractors must hold an active Residential Basic, Residential-Light Commercial Contractor, or General Contractor License and maintain insurance. The Contractor shall furnish all labor, materials, equipment, and services required to fulfill the terms and conditions of this bid.

All items in this work write-up must meet Georgia state building codes, and local resident county and/or city codes. In case of any conflict between requirements, resident county and/or city codes shall prevail. This work write-up is just a general description of work to be completed.

Notice: The contractor is expected to return all areas damaged or disturbed in the performance of any work to a level of finish commensurate with original.

B. COMPLETION OF JOB
Contractors are expected to commence work within thirty (30) days of the issuance of the Notice to Proceed. Work must be completed within ninety (90) days of the commencement of the job. If the anticipated start date and completion schedule is different from outlined above, please write estimated dates on the bid price sheet.

C. INSURANCE REQUIREMENTS
General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract's execution. Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary of State to do business in the State of Georgia. The County reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

a. Evidence of insurance must be provided to the Purchasing Department, 140 Henry Parkway, McDonough, Ga. 30253, within five days of execution of this contract and prior to commencing operations under this Contract;

The certificate holder is to be issued to:
Henry County Board of Commissioners
Henry County, Georgia
but delivered to:
Henry County Purchasing Department
140 Henry Parkway
McDonough, Georgia 30253

The Bid Package number and project name should be referenced in the description of operations. The certificates may be faxed to the Purchasing Department at 770-288-6027.

b. Any change in coverage or insurance carrier must be reported to the County’s Purchasing Office in writing within five business days of the change.

c. Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;

d. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;
e. The County shall, without exception, be given no less than thirty (30) days notice prior to cancellation for any and all reasons other than non-payment of premium; and
f. The County shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.
g. The Contractor shall procure and maintain insurance coverage in the following particulars:

**Workers Compensation Insurance**
In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

Georgia Statutory including Employers Liability
Bodily injury by Accident – each employee $100,000
Bodily injury by Disease - each Employee $100,000
Bodily injury by Disease – policy limit $500,000

**Commercial General Liability**
Each Occurrence Limit $1,000,000
Personal and Advertising Injury Limit $1,000,000
General Aggregate Limit $2,000,000
Products/Completed Operations Aggregate Limit $2,000,000

**Automobile Liability**
Combined Single Limit $1,000,000

D. **NSP CONTRACTOR FEDERAL REGULATIONS**
During the performance of this Contract, the Contractor agrees to comply with the following federal provisions:

1. Executive Order 11246 requires that during the performance of the Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, sex, color, or national origin.

2. Americans with Disability Act of 1990, prohibits employment discrimination against qualified individuals who have a physical or mental impairment that substantially limits one or more of his/her major life activities, by employers with 15 or more employees.

3. Section 3 of the Housing and Community Development Act of 1968, as amended, 12 U.S.C. 1701 et. Seq., requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the project and contracts for work in connection with the projects be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

4. Title VI of the Civil Rights Act of 1964 provides that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

5. Section 109, Title I of the Housing and Community Development Act of 1974 provides that no person shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the...
benefits of, or be subject to discrimination under any program or activity funded in whole or in part under this Title.

6. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, or respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to any such program or activity.

7. Federal Regulations 24 CFR Part 35 (J) & HUD’s lead Safe Housing Rule (LSHR) & EPA’s Renovation, Repair and Painting Rule (RRP) lead-based paint products shall not be used.

8. The Copeland "Anti-Kickback" Act requires that:
   a. Payment to employees must be made at least once a week and without subsequent deductions or rebate on any account except for "permissible" salary deductions.
   b. The Recipient must obtain original payrolls and "Statements of Compliance" from contractors and subcontractors (through the general) weekly. These documents must be maintained by the Recipient for three years after completion of the work. The Recipient must check these payrolls upon receipt for accuracy and compliance with requirements. NSP Contractor Federal Regulations
   c. The basic records supporting the payrolls must also be maintained by each employer and the Recipient for three years after completion of the work.

9. The Contract Work Hours and Safety Standards Act requires that for contracts of $100,000 or more:
   a. Laborers and mechanics shall not work in excess of forty (40) hours in any workweek unless they receive overtime compensation at a rate not less than one and one-half times the basic rate of pay for those overtime hours. The contractor or subcontractor shall be liable to any affected employee for his unpaid wages.
   b. Contractors in violation of the Contract Work Hours and Safety Standards Act (overtime law) are also liable to the United States for liquidated damages, computed at $10.00 per day for each employee who worked overtime and was not paid overtime wages. Funds may be withheld from contractors and subcontractors to satisfy unpaid wages and liquidated damages.
   c. Contractors and subcontractors must be advised in writing that if they are aggrieved by the withholding of a sum of liquidated damages, they have the right to appeal within 50 days. Written appeal must state the reason for liquidated damages and should be addressed to DCA.

10. NSP funded projects follow CDBG requirements regarding the applicability of Davis-Bacon Prevailing Wage requirements. These are issued by the U. S. Department of Labor and required for all construction and rehabilitation work over $2,000. Davis-Bacon applies to projects with eight or more separate, contiguous units operated by a single entity as a single project (e.g., it applies to properties with eight or more units in a single structure). Grantees must comply with the Federal Prevailing wage requirements that are specific to the type of construction project and should follow the most stringent of the Federal, state, and local requirements that follow. The Davis-Bacon exemption applies to residential structures containing seven or fewer units per property where NSP funds are used for construction or rehabilitation. If the properties are single-family homes where each property is separately owned, then HUD views these as individual structures with one unit each. In this situation, Davis-Bacon does not apply. Note, however, that HUD considers condominiums or cooperatives to be multifamily properties because there are multiple units in one structure.
**Henry County**  
**Standard Contract Form**

<table>
<thead>
<tr>
<th>Solicitation Title</th>
<th>Solicitation Number</th>
<th>Contract Number</th>
</tr>
</thead>
</table>

1. This Contract is entered into between Henry County and the Contractor named below:

**Henry County**  
(hereafter called County)

**Contractor’s Name**  
(hereafter called Contractor)

2. Contract to Begin:  
Date of Completion:  
Renewals:

3. Lump Sum Amount of this Contract  
(F if applicable)  
Fee Represented as a Percentage Of Designated Cost  
(F if applicable)  
Revenue Represented as a Percentage of a Designated Lump Sum or Income Stream  
(F if applicable):  
Annual Contract Price Agreement  
(F if applicable):

4. The parties agree to comply with the terms and conditions of the following documents which are by this reference made a part of the Contract:

1: All Terms, Conditions and Statements of Work Included in Solicitation and Addendum (referenced above)

2: Bid or Proposal Submitted by Contractor along with Contractor’s Final Response

3: Fee/Cost Submitted by Contractor

4: All Other Documentation Required in Solicitation

**IN WITNESS WHEREOF,** this Contract has been executed by the parties hereto.

5. **Contractor**

Contractor’s Name *(If other than an individual, state whether a corporation, partnership, etc.)*  
Federal Identification No.

By *(Authorized Signature)*  
Date Signed

Printed Name and Title of Person Signing

Address

Telephone Number  
E-mail Address

6. **Henry County**

Chair or Designee  
By *(Authorized Signature)*  
Date Signed

Printed Name and Title of Person Signing

Address  
*140 Henry Parkway, McDonough, Georgia 30253*
BID AUTHORIZATION AFFIDAVIT

STATE OF GEORGIA
COUNTY OF HENRY

BEFORE ME, the undersigned authority a Notary Public in and for the State of _________________, on this day personally appeared _______________________________ who, after having first been duly sworn, upon oath did depose and say; that the forgoing bid submitted by ___________________________ hereafter called “Bidder” is duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this Agreement, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Bid.

Bidder Information:

__________________________________________  ____________________________
(Company)                                      (Signature)

__________________________________________  ____________________________
(Address)                                      (Printed Name)

__________________________________________  ____________________________
(City, State, Zip)                             (Title)

SWORN TO AND SUBSCRIBED BEFORE ME THIS ________ day of ____________________ 20 ____.

__________________________________________
Notary Public in and for the State of _________________

(Seal)

(FAILURE TO SIGN THIS SECTION SHALL DISQUALIFY YOUR RESPONSE)
NON-CONFLICT OF INTEREST

By submitting an offer in response to this solicitation, the Firm represents that in the preparation and submission of this proposal, said Firm did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

____________________________________  (Officer of Firm) certifies that to the best of our knowledge, no circumstances exist which shall cause a conflict of interest in performing services for Henry County, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this request for proposal.

Signature: ________________________________________________________________

Type Name: ______________________________________________________________

Title: ___________________________________________________________________

Firm Address: ___________________________________________________________________
REFERENCES

Please provide three (3) current or very current customers for whom you have provided similar products or services as listed in the specifications of this bid.

<table>
<thead>
<tr>
<th>Reference One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government/Company Name _____________________________</td>
</tr>
<tr>
<td>Address ____________________________________________</td>
</tr>
<tr>
<td>Contact Person and Title _____________________________</td>
</tr>
<tr>
<td>Phone __________________ Fax __________________________</td>
</tr>
<tr>
<td>Contract Period ______________ Scope of Work ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government/Company Name _____________________________</td>
</tr>
<tr>
<td>Address ____________________________________________</td>
</tr>
<tr>
<td>Contact Person and Title _____________________________</td>
</tr>
<tr>
<td>Phone __________________ Fax __________________________</td>
</tr>
<tr>
<td>Contract Period ______________ Scope of Work ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government/Company Name _____________________________</td>
</tr>
<tr>
<td>Address ____________________________________________</td>
</tr>
<tr>
<td>Contact Person and Title _____________________________</td>
</tr>
<tr>
<td>Phone __________________ Fax __________________________</td>
</tr>
<tr>
<td>Contract Period ______________ Scope of Work ____________</td>
</tr>
</tbody>
</table>

**Information of person who prepared this form:**

<table>
<thead>
<tr>
<th>Company’s Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorized Representative’s Name (Print or Type)   Authorized Representative’s Signature
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Henry County Board of Commissioners 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/ E-Verify User Identification Number

__________________________
Date of Authorization

__________________________
Name of Contractor

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:

__________________________
SUPPLIER INCLUSION PROGRAM

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. In order to give recognition to these type of business classification, please check all which apply:

☐ Small Business  
Small businesses are defined by size standards and can be found in Title 13 of the Code of Federal Regulations (CFR), Part 121, and are broken down by the different categories of business enterprises.

☐ Local Vendor  
Local vendors, as defined in the Henry First Initiative, must operate and maintain a regular place of business within the geographical boundaries of Henry County, must have a current occupational tax certificate, must have paid all real and personal taxes owed the County and must certify its compliance with the Georgia Security and Immigration Act.

☐ Veteran-Owned Business  
A veteran-owned business is a business in which a veteran owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company. Title 38 of the Code of Federal Regulations defines a veteran as “a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.” This definition explains that any individual that completed a service for any branch of armed forces classifies as a veteran as long as they were not dishonorably discharged.

☐ DBE Business  
DBE businesses, as defined by the Georgia Department of Administrative Services, shall be certified by the Georgia Department of Transportation and shall consist of five (5) minority groups:

☐ Asian American  
☐ Native American  
☐ African American  
☐ Hispanic/Latino  
☐ Pacific Islander.

☐ Female Owned Business  
A female-owned business is a business in which a female owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company.

☐ None of the Above Applies

__________________________________________________________________________

Company’s Name ____________________________________________________________

Date

Authorized Representative’s Name (Print or Type) ________________________________

Authorized Representative’s Signature

Bid # 20-19, Rehabilitation of a Single Family Home (NSP)
CERTIFICATION REGARDING LOBBYING

A. The following certification published in the Federal Register (Vol. 54, No. 243, December 20, 1989, page 52321) applies to this activity, and, the undersigned certifies that to the best of his or her knowledge and belief that:

(1)  No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer of employee of congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2)  If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing of attempting to influencing an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Congress, or any employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in according with its instructions.

(3)  The undersigned shall require the language of this certification be included in the award documents of all tiers (including subcontracts, sub grants, and all contract under grants, loans, and cooperative agreements) and that all contracted entities shall certify and disclose accordingly.

(4)  This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction impose by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and nor more than $100,000 for each such failure.

__________________________________________  __________________________
Contractor                                                                 Date
## Contractor Information Form

<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>Contract Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DUNS #:</th>
<th>EIN/TIN #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Verify #:</th>
<th>Date of Contract Award:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1) Minority-owned Business:  
| Yes □ | No □ |

Note: If “YES” indicate in the minority/racial/ethnic/gender character, if the owner(s) and controller(s) share(s) 51% or more of the business. When 51% or more is not owned and controlled by any single minority/racial/ethnic/gender/category, choose the most appropriate category.

### 2) Identify Race/Ethnicity:  
| White Americans □ | Black Americans □ | Native Americans □ |
| Hispanic Americans □ | Asian/Pacific Americans □ | Multi-Racial/Other □ |

### 3) Female-owned Business:  
| Yes □ | No □ |

### 4) Section 3:  
| Yes □ | No □ |

Note: If “YES” complete and submit Section 3 Business Concern Self Certification Form or Section 3 Resident Certification Form and the appropriate documentation as requested.

### 5) Type of Trade:  
| New construction □ | Substantial rehabilitation □ | Repair □ | Service □ |
| Project management □ | Professional □ | Tenant services □ | Education/Training □ |
| Architectural/Engineering appraisal □ | Other □ |

| Prime/General Contractor □ | Subcontractor □ |

### Name of Firm:  
<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

### Address:  
<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

### Name of Main Contact:  
<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

### Phone #:  
<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

### Fax #:  
<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

### Email Address:  
<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

### Cell Phone #:  
<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

---

To be completed by Henry County NSP Office:  
Applicable Davis-Bacon Wage Rates:  
| Yes □ | No □ |

Number Identification: __________________ Effective Date: ___________
CONTRACTOR REFERENCE FORM

Business Name: ______________________________________________________

Contractor Name: _____________________________________________________

Business Address: __________________________________________________________________________

Business Phone: ___________________   Home Phone: _______________________

General Contractor’s License Number: ______________________  Expires: ________

Other License: __________________________________________________________________________

Social Security Number: ______________________ Years in Business: ____________

Bonding Capacity: __________________________________________________________________________

Bonding Company: __________________________________________________________________________

Employer’s ID Number: ______________________

Do you presently have insurance for bodily injury and property damage? (Attach CI to this form)

_______ Yes   _______ No

If yes, list insurance for: Bodily Injury $ ____________ Property Damage $ ________

Who will be authorized to sign legal documents as a representative of our company?

__________________________________________________________________________Name and

Title

Email Address: ____________________________________________________________

*** Please note and email address is required if you are interested receiving
information on future projects and walk thru dates/times.
**Contractor Reference Form Cont’d**

**Bank References:**

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Credit References:**

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Material Suppliers:**

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contractor Reference Form Cont’d

**Sub-Contractors:** (List sub-contractors your firm/company will be using)

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**List three most recent remodeling or rehab jobs performed:**

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All of the information I have given in this Contractor’s Reference Form is true and correct. I understand that the Henry County Community Development Department will confirm the information contained in this document and retain the information in our files. I hereby authorize HCCDD to verify any of the above information as a condition of qualification for participating in the housing repair program.

___________________________________     _____________________________
Signature                                      Date
The Henry County Community Development Department is seeking to extend the benefits of and to promote compliance with Section 3 by identifying Section 3 Business Concerns and targeting Section 3 Business Concerns for Community Development Block Grant (CDBG) Program and the Neighborhood Stabilization Program (NSP) business opportunities.

In an effort to comply with Federal Section 3 Regulations which promote contract, employment and training opportunities for Henry County residents and businesses, the Henry County Development Department has instituted a Section 3 Self Certification process.

Applicants seeking certification must complete and submit the attached Section 3 Business Concern Self Certification Form or Section 3 Resident Certification Form and the appropriate documentation as requested.

Please answer all questions and sign the completed forms. Completed forms may be returned with bid documents to the Henry County Community Development Department sub-recipient (city, non-profit, or asset manager) prior to contract award or directly to the Henry County Community Development Department or at the address below.

Henry County
Community Development Department
Re: Section 3
140 Henry Parkway
McDonough, GA 30253

If you have any questions or require assistance, please contact the Henry County Community Development staff 770-288-7525.

For detailed HUD guidance regarding the Section 3 Program, please visit the following website:

HENRY COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT

SECTION 3 BUSINESS CONCERN SELF CERTIFICATION FORM

Name of Business: ____________________________________________________________

Address of Business: __________________________________________________________

Work number: ___________________________ ___________________________ ___________________________

____________________________________
E-mail Address: ____________________________________________________________

Contact Person/ Title: ____________________________________________________________

APPLICATIONS SEEKING CERTIFICATION MUST PROVIDE EVIDENCE OF SECTION 3 ELIGIBILITY PRIOR TO CONTRACT AWARD.

The Bidder certifies that it is a Section 3 Business Concern based on:

_____ Business is owned, at least 51% by Section 3 Residents.

☐ Provide copy of resident lease(s), evidence of participation in a public assistance program, or completed Section 3 Resident Certification Form(s)

☐ Provide business license number____________________________

_____ At least 30% of the business’ permanent, full-time employees are currently Section 3 Residents or were Section 3 Residents within the past 3 years.

☐ Provide list of permanent, full-time employees (include, name, address, job title/trade and salary/wages)

☐ Provide completed Section 3 Resident Certification Form(s)

_____ Commitment to subcontract 25% of the dollar award to qualified Section 3 Business Concerns.
(Only applicable for Prime Contractors)

I hereby certify that the information provided by me is true and correct, and understand falsification of any information could result in disqualification from participation and punishment under the law.

______________________________________________________________
Owner / President Signature Date

______________________________________________
Print Name

SUBSCRIBED TO AND SWORN BEFORE ME ON THIS THE _____DAY OF ____________________________, 20 _____.

My Commission Expires:

______________________________________________
Notary Public
HENRY COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT

SECTION 3 RESIDENT CERTIFICATION FORM

A Section 3 Resident seeking the preference in employment provided by this part shall certify, or submit evidence to the contractor or subcontractor, if requested, that the person is a Section 3 Resident, as defined in Section 135-5.

I, _______________________________________________, am a resident of Henry County, Georgia and qualify as a Section 3 Resident because I am a public housing resident OR because my household income does not exceed the income guidelines by household size as published below.

Home (primary) Address: ____________________________ Telephone number: ____________________________

Cell number: ____________________________

Number of Individuals living in my household: ____________________

Total Household gross income for the prior year (2017): $___________________ * The derived total gross income is from all sources received such as, salaries/wages, social security, all benefits, pensions, and all public assistance.

FY2019 – Henry County HOUSEHOLD INCOME GUIDELINES

<table>
<thead>
<tr>
<th>Household Size</th>
<th>1 Person</th>
<th>2 Persons</th>
<th>3 Persons</th>
<th>4 Persons</th>
<th>5 Persons</th>
<th>6 Persons</th>
<th>7 Persons</th>
<th>8 Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low/Mod Income (80%)</td>
<td>$44,650</td>
<td>$51,000</td>
<td>$57,400</td>
<td>$63,750</td>
<td>$68,850</td>
<td>$73,950</td>
<td>$79,050</td>
<td>$84,150</td>
</tr>
</tbody>
</table>

Attach ONE of the following documentations as evidence of Section 3 eligibility:

☐ Proof of public assistance (i.e., TANF, Food Stamps, Medicaid)
☐ Proof of Public housing Assistance, (PHA) Lease
☐ Proof of participation in a HUD Youth Build Program
☐ Copy of current W-2 documents

______________________________________________
Print Name

SUBSCRIBED TO AND SWORN BEFORE ME ON THIS THE _____DAY OF ____________, 20 ___.

My Commission Expires: ____________________________

Notary Public
## Bid # 20-19
Rehabilitation of a Single Family Home (NSP)
Bid Price Sheet

<table>
<thead>
<tr>
<th>Task #</th>
<th>SPECIFICATIONS (EXTERIOR)</th>
<th>DCA Spec. #</th>
<th>Unit of Measure</th>
<th>No. of Units</th>
<th>Unit Cost</th>
<th>Line item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Remove and dispose of all roofing &amp; defective sheathing. Cut a 1&quot; wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Staple 15 lb. felt. Install preformed aluminum, drip edge, ice barrier, and vent pipe boots. Install a 220 lb fiberglass asphalt, 3-tab shingle with a 25 yr. warranty. Replace all flashing. Install shingle-over ridge vent. Remove existing vents. Install waterproof membrane over low pitch roof.</td>
<td>4580</td>
<td>SQ</td>
<td>41</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Replace chimney cap with approx. 30 x 18 aluminum cap.</td>
<td>1340</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Dispose of gutter. Install 5&quot;, K-type, seamless, .027 gauge aluminum gutter to service roof. Including downspouts. White or brown color choice by owner.</td>
<td>4635</td>
<td>LF</td>
<td>275</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Replace attic insulation where needed</td>
<td>EA</td>
<td>4</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Replace all front and rear entry doors and casing.</td>
<td>EA</td>
<td>2</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Remove and replace 9' french doors in garage area</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Replace exterior siding with Hardi board where needed</td>
<td>LF</td>
<td>325</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Replace rotten corner boards with Hardi trim</td>
<td>LF</td>
<td>80</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Paint all exterior siding and trim, repair trim where needed</td>
<td>SQ FT</td>
<td>2400</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Replace window trim where needed</td>
<td>LF</td>
<td>585</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Repair post on front porch with 1 x, fill holes and paint</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Replace rotten fascia board at rear of house</td>
<td>LF</td>
<td>30</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Demolish entire, columns/posts, deck, railing/walls, substructure, lattice and steps and dispose of in code legal dump. Rake yard clean.</td>
<td>755</td>
<td>SF</td>
<td>200</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>14</td>
<td>Cut back landscaping</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Inspect electrical panel, repair outlets and bring to code.</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Replace broken windows approx. 27&quot; x 42&quot;</td>
<td>EA</td>
<td>2</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal for Exterior: $
## Bid # 20-19
Rehabilitation of a Single Family Home (NSP)
Bid Price Sheet

<table>
<thead>
<tr>
<th>Task #</th>
<th>SPECIFICATIONS (INTERIOR)</th>
<th>DCA Spec. #</th>
<th>Unit of Measure</th>
<th>No. of Units</th>
<th>Unit Cost</th>
<th>Line item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>DEMO interior sunroom ceiling and replace sunroom ceiling</td>
<td>EA</td>
<td>429</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Replace flooring with LVT type flooring</td>
<td>SF</td>
<td>2100</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Install weatherstrip around attic door &amp; add pull down string.</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Replace kitchen cabinets, countertops16' upper cabinets, 19' bottom cabinets, 22' countertops</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Kitchen Faucet- Glacier Bay Single Handle with Turbo Spray Model # 67737-0008D2 or Similar-Brushed Nickle or SS</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Install new smoke detector/CO detectors</td>
<td>EA</td>
<td>4</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>New light fixtures with similar fixtures, Stainless steel or Brushed Nickle, Black for exterior</td>
<td>EA</td>
<td>14</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Install new 4 ton-AC-furnace &amp; repair gas furnace wiring in attic</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Replace cabinet with the same size in master bathroom,</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Bathroom Faucets- Glacier bay 4&quot; Single-Handle - Brushed Nickle</td>
<td>EA</td>
<td>3</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Replace mirror in bathrooms</td>
<td>EA</td>
<td>3</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Replace cabinet with same size in Hall bathroom. Faucet &amp; drain</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Replace exhaust fans</td>
<td>EA</td>
<td>2</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Tighten all toilets, add stop valves where needed</td>
<td>EA</td>
<td>3</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Repair bathroom tile floors where needed with same tile.</td>
<td>EA</td>
<td>2</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Main water shut-off valve missing-Replace</td>
<td>EA</td>
<td>1</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>All paint lead free. All surfaces clean/dry. Remove loose, blistered, scaling, deteriorated paint. Secure loose materials, set nails, fill holes, dents &amp; cracks. Remove all deteriorated glazing compound &amp; reglaze. Paint when temp is from 40-100 deg. No show-through, runs, sags or brush marks. All unpainted hardware to be paint free. No windows shall be painted shut. Remove ALL paint from glass, inside and out.</td>
<td>5452</td>
<td>SQ FT</td>
<td>2400</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Clean Windows</td>
<td>EA</td>
<td>23</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>CLEAN HOME</td>
<td>SQ FT</td>
<td>2000</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Company’s Name: ____________________________
### Bid # 20-19
Rehabilitation of a Single Family Home (NSP)
Bid Price Sheet

<table>
<thead>
<tr>
<th>Task #</th>
<th>SPECIFICATIONS (INTERIOR CONTINUED)</th>
<th>DCA Spec. #</th>
<th>Unit of Measure</th>
<th>No. of Units</th>
<th>Unit Cost</th>
<th>Line item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>Install a 50 gallon, insulated to R-7, gas water heater with a 10 year warranty. Include pressure and temperature relief valve, discharge tube to within 6&quot; of floor or to outside of structure, vent, thimble, and gas piping from shut-off valve to fixture. Dispose of old water heater in code legal dump. Install thermal expansion tank.</td>
<td>7075</td>
<td>EA</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Replace cracked fireplace insert</td>
<td></td>
<td>EA</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>NEW Appliances, fridge, range, dishwasher and micro with vent hood. Black Appliances</td>
<td></td>
<td>PKG</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal for Interior $ |

TOTAL $ |

TOTAL: ____________________________________________________________

WORDS

Company's Name: ________________________________ Date: ________________

Authorized Representative’s Name (Print or Type) ___________________________ Authorized Representative’s Signature ___________________________
Bid # 20-19
Rehabilitation of a Single Family Home (NSP)
Opening: 3:00 PM, October 28, 2019

CHECKLIST FOR BID DOCUMENTS
Failure to include all required documents will result in proposal being removed for consideration for award.

<table>
<thead>
<tr>
<th>DOCUMENTATION DESCRIPTION</th>
<th>Please check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Required Documents cited in Bid Specifications</td>
<td></td>
</tr>
<tr>
<td>W-9</td>
<td></td>
</tr>
<tr>
<td>Forms:</td>
<td></td>
</tr>
<tr>
<td>Solicitation Form (Page 1 of this Document)</td>
<td></td>
</tr>
<tr>
<td>Addendum Cover Sheet(s) (If applicable.)</td>
<td></td>
</tr>
<tr>
<td>Bid Authorization Affidavit</td>
<td></td>
</tr>
<tr>
<td>Non-Conflict of Interest</td>
<td></td>
</tr>
<tr>
<td>References</td>
<td></td>
</tr>
<tr>
<td>Georgia Security &amp; Immigration Compliance Act Affidavit &amp; Agreement</td>
<td></td>
</tr>
<tr>
<td>Supplier Inclusion Program</td>
<td></td>
</tr>
<tr>
<td>Bid Price Sheet(s)</td>
<td></td>
</tr>
<tr>
<td>Checklist for Bid Documents/Addenda Acknowledgement (this page)</td>
<td></td>
</tr>
</tbody>
</table>

ADDENDA ACKNOWLEDGEMENT
Failure to acknowledge any addenda will result in a non-responsive bid.
The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

| Addendum No. | | Dated |
|--------------||------|
| Addendum No. | |      |
| Addendum No. | |      |
| Addendum No. | |      |

This affirms that all documents are included with the bidder’s bid package.

___________________________________________  _______________________
Company’s Name                               Date

___________________________________________  ______________________________________
Authorized Representative’s Name (Print or Type)  Authorized Representative’s Signature
This label **MUST** be affixed to the outside of the envelope or package, even if it is a “No RFP” response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFP will be accepted after the date and time specified.

---

**SEALED BID ENCLOSED**

Bid # 20-19  
Rehabilitation of a Single Family Home (NSP)  
Opening: 3:00 PM, October 28, 2019

______________________________  
Vendor Name

______________________________  
Address

______________________________  
City, State, Zip Code

**DELIVER TO:**  
Henry County Purchasing Department  
140 Henry Parkway  
McDonough, GA 30253