



**City of Commerce**

P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529  
Phone: (706) 335-3164  
Email: [jelrod@commercega.org](mailto:jelrod@commercega.org)

**SUBJECT: Request for Proposal for Grease Trap Pumping**

**The City of Commerce** is soliciting competitive sealed bids from qualified professional service providers for **Grease Trap Pumping for all non-domestic grease traps located within the City of Commerce.**

Attached hereto are the general conditions, technical specifications, and submittal format:

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from The City of Commerce. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by The City of Commerce.

Submittals are to be sealed, marked with the vendor's name and address and labeled: **“RFP 21-009”** and delivered to:

City of Commerce  
P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529  
Attn: Accounting Manager

Due no later than December 16, 2020, by 3:00 pm local time prevailing. Any proposals received after this time will not be accepted. The City of Commerce reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the city.

**Inquiries regarding this Request for Proposal (RFP)** are encouraged to contact **Mike Jones, Wastewater Treatment Plant Superintendent, at (706) 335-2519, or by email at [wastewaterplant@commercega.org](mailto:wastewaterplant@commercega.org)** to clarify any specific part of the RFP requirements or the **Accounting Manager, James Elrod at 706-335-1893 or [jelrod@commercega.org](mailto:jelrod@commercega.org)** to clarify any part of the RFP process.

The City of Commerce does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required to fully participate in any open meeting, program or activity should be directed to City Hall at 706-335-3164.

The written proposal documents supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified in writing of award.

**We look forward to your bid and appreciate your interest in the City of Commerce.**

**City of Commerce**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**Grease Trap Pumping**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

December 16, 2020, by 3:00 pm local time prevailing

**City of Commerce**  
P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529

---

**RFP # 21-009**

---

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE  
THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE  
RESPONSIBILITY OF THE OFFEROR.

**CITY OF COMMERCE, GEORGIA  
REQUEST FOR PROPOSAL  
FOR  
Grease Trap Pumping**

**SECTION I - REQUEST FOR PROPOSAL OVERVIEW**

1.0 PURPOSE

The City of Commerce is issuing this Request for Proposal (RFP) for experienced labor for Grease Trap Pumping for all non-domestic grease traps located within the City of Commerce.

1.1 INFORMATION TO VENDORS

**RFP TIMETABLE**

The anticipated schedule for the RFP is as follows:

RFP Available	<b>November 16, 2020</b>
Deadline for questions	<b>December 10, 2020</b>
Submittal deadline	<b>December 16, 2020 3:00 pm, local time prevailing</b>

1.2 RFP SUBMISSION:

One (1) original, one (1) copy, and one (1) fully executable electronic copy (PDF) of the complete signed submittal must be received by submittal deadline (see 1.1). Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the RFP Number and title to:

**City of Commerce**  
P.O. Box 348  
27 Sycamore Street  
Commerce, GA 30529  
Attention: James Elrod

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 a.m. and 3:30 p.m. ET, Monday through Friday, excluding holidays observed by the City of Commerce.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

### 1.3 CONTACT PERSON & INQUIRES:

Vendors are encouraged to contact **Mike Jones, Wastewater Treatment Plant Superintendent, at (706) 335-2519, or by email at [wastewaterplant@commercega.org](mailto:wastewaterplant@commercega.org)** to clarify any part of the SCOPE or purpose of this RFP. For questions pertaining to submittal requirements, please contact **James Elrod, Accounting Manager, at (706) 335-1893, or by email at [jelrod@commercega.org](mailto:jelrod@commercega.org)**. All questions that arise must be submitted prior to four (4) business days before the submittal due date (see 1.1) and shall be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal. Vendors may not contact any elected official or other City of Commerce employee to discuss the proposal process or proposal opportunities. Contact of this nature will result in immediate disqualification of the vendor.

### 1.4 ADDITIONAL INFORMATION/ADDENDA

The City of Commerce will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Addenda will be published at [www.commercega.org](http://www.commercega.org) under the "Doing Business Here" tab. Vendors are encouraged to check this site regularly for immediate access to issued addenda. RFP information can also be requested as stated above (1.3).

***Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements***

### 1.5 LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Commerce assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

### 1.6 REJECTION OF PROPOSALS

The City of Commerce may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. ***Submittals received after said time or at any place other than the time and place will not be considered.***

### 1.7 MINIMUM RFP ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 60 days from the date specified for receipt of submittals.

### 1.8 NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and

that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a proposal, the vendor represents and warrants that no official or employee of the City of Commerce has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

#### 1.9 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the City of Commerce, or any work performed in connection therewith is the responsibility of the vendor(s).

#### 1.10 RFP OPENING

RFP submittal prices will be opened and reviewed by a selected committee. A list of names of firms responding to the RFP may be obtained from Accounting Manager James Elrod, after the RFP due date and time stated herein. There will **not** be a public opening and a Talley Sheet will be available on the City's website following the deadline.

#### 1.11 TAXES

Selected vendor will be provided with The City of Commerce Sales and Use Tax Certificate of Exemption number upon request.

#### 1.12 VENDOR INFORMATION

All submissions shall include a completed vendor master form and current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide the Purchasing Agent with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal.

#### 1.13 INSURANCE

Selected vendor will be required to provide proof of liability and workman's compensation insurance before work can begin on this City's project. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the vendor is a government entity or a self-insured organization, different insurance requirements may apply.

The vendor shall procure and maintain for the life of the Contract/Agreement Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance. A thirty (30) day notice of cancellation is required and must be provided to the City of Commerce via Certified Mail.

#### 1.14 TERMINATION

Federal, State, and other Local government agencies may terminate this agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not appropriated for equipment or services that replace those contracted for under this agreement. Customer shall be obligated for any future annual period if Company is not notified in writing at least thirty (30) days prior to the beginning for the annual period for which non-appropriation is being claimed.

#### 1.15 ANTI-DISCRIMINATION

By submitting a response to this RFP, all perspective contractors certify to The City of Commerce they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, in every contract of over \$10,000 the provisions in 1.15.1 and 1.15.2 below apply:

1.15.1 During the performance of this contract, the contractor agrees as follows:

- 1.15.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 1.15.1.2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- 1.15.1.3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

1.15.1.2 The contractor will include the provisions of 1.15.1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

#### 1.16 ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b) (1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- 1.16.1 The form must be signed by an authorized officer of the contractor or their authorized agent.
- 1.16.2 The form must be notarized.
- 1.16.3 The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the City of Commerce and the contractor complete the

appropriate subcontractor and sub-subcontractor affidavits and return them to the City of Commerce a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

#### 1.17 SUBMISSION REQUIREMENTS

To facilitate evaluation of Proposals please submit the following:

- 1.17.1 One (1) fully executable electronic copy of the response (in Word or .pdf format) and any Technical Requirements (in Excel format).
- 1.17.2 Two (2) paper versions of the bid. **The original shall be clearly marked “original”.**
- 1.17.3 The proposals shall be prepared with a straightforward, concise delineation of the vendor’s capabilities to satisfy the requirements of this RFP.

#### 1.18 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the Bid.

#### 1.19 CITY GOVERNMENT

It is anticipated that the vendor may be required to make one or more appearances at the City of Commerce Council meetings to answer questions and present results. The documentation provided in this request for proposal is intended to provide a common methodology of development and basic technical skills for proposal purposes.

### **SECTION II – GENERAL CONDITIONS**

#### 2.0 PURPOSE

The City of Commerce is issuing this Request for Proposal (RFP) for qualified professional service providers to provide **Grease Trap Pumping for all non-domestic grease traps located within the City of Commerce.**

#### 2.1 PROJECT SCOPE

The goal of this RFP is seek professional service providers to provide Grease Trap Pumping for grease traps located both indoor a business and in outdoor underground tanks at the a business. All proposals must include, but not limited to, the following:

- 2.1.1 The contractor shall pump out all non-domestic kitchen grease traps connected to the City of Commerce Wastewater system.
- 2.1.2 Shall remove the entire contents from the grease traps.
- 2.1.3 Be able to provide and swap out 50 gallon barrels for “yellow frying grease” at a few location sites.
- 2.1.4 Must have all necessary and current permits for transporting, treating, handling, and disposing of contents found in grease traps including but not limited to State Disposal permits and EPD permits.
- 2.1.5 Abide by all Federal, State, and local laws concerning the pumping or grease traps including proper insurance requirements.

- 2.1.6 Contractor must establish, maintain, and schedule the service cycles for each business location.
- 2.1.7 Agrees to service current grease traps on-line and any future traps that may come online during this contract period. If or when a grease trap becomes abandoned or no longer on-line, the City will have the contractor perform a final pumping.
- 2.1.8 Establish a charge/cost to the City for pumping contents of the grease trap with a **bottom line per gallon basis** which shall include any mileage, fees, or administrative cost and declare a set standard per visit charge for smaller size traps.
- 2.1.9 At the first of each month, the contractor must submit to the City a monthly report of the grease trap sites pumped the prior month that also includes the required pumping manifest.
- 2.1.10 Contractor must be available 24/7 for communication.

## 2.2 TRAP DATA

As of November 1, 2020, the City of Commerce has the following:

- 2.2.1 A total of forty-three (43) grease traps.
- 2.2.2 Traps range from 10 gallon traps in side to 8,000 gallon traps underground outside.
- 2.2.3 A total approximate gallons City wide is 51,855 gallons.
- 2.2.4 A breakdown of twenty-two (22) traps outside and twenty-one (21) traps inside.
- 2.2.5 Current pumping frequency: 27 Quarterly, 13 Monthly, 2 Bi-monthly, 1 twice /mth

## 2.3 CONTRACT

The initial contract period will be for one (1) year and shall commence on January 1, 2021.

- 2.3.1 The City of Commerce shall have the option to renew the contract for each additional one (1) year period, provided the service is satisfactory and both parties are willing to renew.

## 2.4 ADMINISTRATION

The project will be administered by the City of Commerce through the Accounting Manager being the main point of contact for all questions during the proposal period. The **Wastewater Treatment Plant Superintendent** will be the main point of contact once the project is initiated.

## 2.5 PROCEDURES & MISC. ITEMS

- 2.5.1 All questions shall be submitted in writing (e-mail is acceptable) and will be communicated to all firms responding to this RFP.
- 2.5.2 All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the City of Commerce. All such materials shall remain the property of the City of Commerce and will not be returned to the respondent.
- 2.5.3 All respondents to this RFP shall hold harmless the City of Commerce, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The City of Commerce reserves the right to determine, at its sole discretion,



whether any aspect of a respondent's submittal meets the criteria in this RFP. The City of Commerce also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the City of Commerce shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

- 2.5.4 Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, the City of Commerce reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.
- 2.5.5 Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however.
- 2.5.6 In case of failure to deliver goods in accordance with the contact terms and conditions, The City of Commerce, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the City of Commerce may have.
- 2.5.7 By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the State of Georgia.
- 2.5.8 Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. The contractor shall comply with applicable federal, state, and local laws and regulations.
- 2.5.9 It is understood and agreed between the parties herein that the City of Commerce shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

### **SECTION III – BID FORMAT**

#### **3.0 PROPOSAL FORMAT**

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Each vendor is required to submit the proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City of Commerce. Vendors should be sure they have included an electronic copy of the response as part of their proposal. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

### 3.1 EXECUTIVE SUMMARY AND MANDATORY SUBMITTALS

The Executive Summary portion of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

### 3.2 COMPANY BACKGROUND

Vendors must provide the following information about their company so that the City can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a vendor to provide additional support and/or clarify requested information. The vendor should outline the company's background, including:

- 3.2.1 How long the company has been in business.
- 3.2.2 A brief description of the company size and organization.
- 3.2.3 The number of public sector installations.

### 3.3 CLIENT REFERENCES

Vendors should provide at least five (5) client references that are similar in size or complexity to the City of Commerce, located in the state of Georgia. Information should include at the minimum: name of client reference, name of agency, address, telephone, and e-mail.

### 3.4 BID SHEET

An itemized breakdown of costs should be detailed in a format similar to the following table. This format is a minimum requirement; vendors should add additional information to give a full picture of itemized service expenses. This itemization should reflect the tasks listed in section two (2) of this document.

Gallons	Location	Frequency	Charge	Cost
0 - 1,000	Inside	Monthly	per visit	\$ -
1,001 - 8,000	Outside	Quarterly	per gallon	\$ -

### 3.5 ADDENDA

If revisions become necessary, the City will provide written addenda to all vendors who have received the RFB by email, facsimile or mail. **All addenda issued by the City must be so noted on any bids that are submitted to the City.** Vendors shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive bid.

## **SECTION IV - SELECTION**

### 4.0 FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, the project representative will make a recommendation to the City Council

of Commerce. Following approval, the City will complete contract negotiations. The City of Commerce reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and or all proposals. Every vendor submitting a proposal must complete the form showing compliance with the **Illegal Immigration Reform and Enforcement Act of 2011, OCGA §13-10-90(b) (1)**. The form is provided with this RFP package.

#### 4.1 Evaluation Method

The City will evaluate all proposals deemed responsive to this request by a committee selected by the City of Commerce. The initial evaluation will consider only the qualifications and demonstrated experience of each respondent. Discussions and negotiations may take place with the short-list vendors to ensure clarification and to obtain a best and final offer. The award will be based upon the proposal that is determined to be the most advantageous to the City.

#### 4.2 Selection Criteria

Responses to this RFP will be scored according to the following criteria:

- 4.2.1 References - 10 points
- 4.2.2 Overall Cost & Pricing - 50 Points
- 4.2.3 Approach to project – 20 Point
- 4.2.4 Company Background – 20 Points

## **Required Forms for Submission**



**EXECUTION OF PROPOSAL**

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

The potential vendor certifies the following by placing an "X" in all blank spaces:

- \_\_\_ That this proposal was signed by an authorized representative of the firm.
- \_\_\_ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

\_\_\_\_\_  
Business Contact Representative

\_\_\_\_\_  
Operational Contact Representative

---

Vendor's Name Federal ID #

---

Address

---

Phone Fax

---

Email

---

Authorized Signature Date

---

Typed Name & Title

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

---

Notary Public



**ADDENDA ACKNOWLEDGEMENT**

---

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. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative  
(Signature)

\_\_\_\_\_  
(Date)

***Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.***



**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Name of Contracting Entity: \_\_\_\_\_

Contract No. and Name: \_\_\_\_\_

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

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Commerce has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Commerce at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / E-Verify User Identification Number                      Date of Authorization

\_\_\_\_\_  
BY: Authorized Officer or Agent                                      Date  
(Name of Person or Entity)

\_\_\_\_\_  
Title of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

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

\_\_\_\_\_  
[NOTARY SEAL]  
Notary Public

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

\* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



**\* SAMPLE CONTRACT \***

This Agreement made and entered into this \_\_\_\_\_ Day of \_\_\_\_\_, Two Thousand and Twenty,

BETWEEN

The Owner:                               **City of Commerce**  
  P.O. Box 348  
  27 Sycamore Street  
  Commerce, GA 30529

And the Contractor:                    **Company Name**  
  **Company Address**  
  **City, Georgia Zip**

**PROJECT: Grease Trap Pumping**

**WITNESSETH:** That said Contractor has agreed, and by these presents does agree, with the said City, for the consideration herein mentioned and under the provisions required by the Specifications outlined in the City of Commerce Request for Proposal 21-009 to furnish all equipment, tools, material, skill and labor of every description necessary to carry out and complete in a good, firm and substantial and workmanlike manner, proposal made by the Contractor, the Advertisement, the Instructions to Bid, General Terms and Conditions and this Agreement, including all work shown on Plans and Technical Specifications and listed in the conditions, provisions and specification to wit:

**ARTICLE 1**

**The Contract Documents**

The Contract Documents consist of this Agreement, the City of Commerce Request for Proposal (RFP) 21-009, the supporting drawings and specifications, the Contractor's Response to RFP 21-009, including the Contractor Affidavit and Agreement, Addenda issued prior to execution of this Agreement, and all Change Orders issued subsequent thereto. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein.

**ARTICLE 2**

**The Work**

The Contractor shall perform all work required by the Contract Documents for:

**PROJECT: Grease Trap Pumping**

All Work performed under this contract is subject to inspection by the Purchasing Division of the City of Commerce and representative of the City of Commerce on this project. It shall be the Contractor's responsibility to coordinate with the Purchasing Division of the City of Commerce

or the Project Engineer for inspection services. All Work shall meet or exceed all Federal, State, and local requirements.

### **ARTICLE 3**

#### **Georgia Illegal Immigration Reform and Enforcement Act of 2011**

Contractor agrees and acknowledges that compliance with the requirements of the Georgia Illegal Immigration Reform and Enforcement Act of 2011 are conditions of this Contract. The Contractor Affidavit and Agreement executed by Contractor pursuant to O.C.G.A. §13-10-91(b)(1) is hereby incorporated into this Agreement by reference and made a part of this Contract. By the execution of this Contract, the Contractor affirms that the Illegal Immigration Reform and Enforcement Act of 2011 Contractor Affidavit submitted with the response to RFP 21-009 is still valid, that the Contractor's Federal Work Authorization Number has not changed, that the Contractor will utilize the Federal Work Authorization Program during the duration of this contact, that the Contractor will ensure that all subcontractors and sub-subcontractors working on the Project covered by this Contract are participating in the Federal Work Authorization Program and have completed the Subcontractors and/or Sub-subcontractor Affidavit, and that the Contractor will advise the Owner of hiring a new subcontractor and/or sub-subcontractor and will provide the Owner with a Subcontractor/Sub-subcontractor Affidavit attesting to the subcontractor's/sub-subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of hiring before the subcontractor/sub-subcontractor begins working on the Project. The Contractor understands and will ensure that all subcontractors and sub-subcontractors understand that knowingly and willfully making a false, fictitious, or fraudulent statement in an affidavit submitted in compliance with O.C.G.A. §13-10-91 shall be guilty of a violation of Code Section §16-10-20 and, upon conviction, shall be punished as provided for in such Code Section. Additionally, any contractor and/or sub-contractor convicted for false statements based upon a violation of this Code Section shall be prohibited from bidding on or entering into any public contract for twelve (12) months following the conviction.

### **ARTICLE 4**

#### **Time of Commencement and Completion**

The Work to be performed under this Contract shall be completed within 60 days of the Notice to Proceed, unless authorized in writing by the City.

### **ARTICLE 5**

#### **Contract Price**

The Owner shall pay the Contractor, for the performance of the Work as provided in the Conditions of the Contract, in current funds, the amount based upon the Contractors response to the Request for Proposal.

**ARTICLE 6**

**Payment**

Payment for the Work as described in Article 5 above, shall be made upon completion and inspection of Work by the Owner to the Contractor within thirty (30) days after the completion of the Work, provided that the Work has been completed and the Contractor fully performed in accordance with the Contract Documents. Contractors may request a draw against completed work once every thirty (30) days if the contract is for a period of more than thirty (30) days. The Contractor shall complete and submit an invoice to the Purchasing Agent at P.O. Box 348 Commerce, GA 30529. The Purchasing Agent will coordinate with the Project Manager for approval and will forward the invoice to Accounts Payable for payment. The invoice provided by the Contractor should include all necessary documentation to prove that all the requirements outlined in the Request for Proposal, all addenda, and all change orders have been completed and that the work has been properly inspected.

IN WITNESS WHEREOF, the parties have executed this Contract on the date first written above.

OWNER:  
City of Commerce

CONTRACTOR:

\_\_\_\_\_  
BY: City Manager

\_\_\_\_\_  
BY: Representative

ATTEST:

ATTEST:

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

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