### **INVITATION TO BID**

The Peach County Commissioners Office will be accepting Sealed Bids for the next two (2) weeks pertaining to the following: Grass cutting for North and South Peach Parks.

Location of Parks:

North Peach Park (NPP) located at 461 West White Road in Byron, GA 31008 which contains approximately 58 acres +/-.

South Peach Park (SPP) located on 200 Murray Road Extension, Fort Valley, GA 31030 which contains approximately 48 acres +/-.

The Parks include nine baseball fields, two soccer fields, and two youth football fields, as well as surrounding park areas. The bid will be for the next two fiscal years October 1, 2017 through September 30, 2019. The parks will be cut on a weekly schedule.

Bidders shall visit the sites prior to submitting their bid to fully acquaint themselves with the conditions relative to the performance of the contract.

Specification Package is available in the Peach County Commissioners Office, Monday through Friday between the hours of 8:00 a.m. – 12:00 p.m. or 1:00 p.m. – 5:00 p.m. at 213 Persons Street, Fort Valley, GA 31030 and/or clarice-davis@peachcounty.net

Closing date for Sealed Bid#17-017, shall be Thursday, May 4, @ 2:00 p.m. Include three recommendations in the bid packet.

The Bid Opening shall be Thursday, May 4, 2017 @ 2:15 p.m. in the Peach County Commissioners Meeting room at 213 Persons Street, Fort Valley, GA 31030

Any question concerning the above mowing contract please contact Mr. David Parrish, Director of Recreation and Parks at (478)825-3334, to make an appointment.

Peach County reserves the right to reject any and all bids, to waive informalities, to readvertise and/or to award the contract in the best interest of the County, and to retain any and all Bids for a period of thirty (30) days after the bid opening.

Bids should be mailed to:

Peach County Commissioners Office Attn: Sealed Bid #17-017 213 Persons Street Fort Valley, Georgia 31030

#### **SPECIFICATIONS**

The Contractor will cut the grass, weedeat, and chemical edge at North Peach and South Peach Recreational Parks of Peach County from October 1, 2017, through September 30, 2019 according to the specifications of this contract.

The Contractor shall be held responsible for following the contract and all objectives therein.

Keep all grass cut at the North Peach Park in Byron and South Peach Park in Fort Valley, Georgia, with special attention to Athletic Fields. All areas will be cut and trimmed as to maintain a neat appearance at all times.

All grass will be cut weekly in the ball fields and public areas (all grass) during the High Growth Season - March through October. However, it may be required that in high growth seasons, the areas may have to be cut more often as to maintain a well-kept appearance. The contractor will remove sticks and branches, cut the grass, weed-eat, trim and/or chemically treat fence lines, edges and blow all grass clippings off hard services - including but not limited to the ball fields, tennis courts, soccer goals, bleacher areas playgrounds, pavilions, all structures and fences and all grass areas of both parks. The contractor will mow/mulch both parks at least one time (or more if grass is growing) per month in the Low Growing seasons- November through February.

The contractor will be responsible for furnishing all personnel, equipment and maintenance, and any other incidental items that may be required necessary to insure timely and satisfactory completion of each requirement set forward in this contract.

Provide insurance certificate, with General Liability and Statutory Limits of Worker's Compensation.

South Peach Park contains approximately 48 acres +/-North Peach Park contains approximately 58 acres +/-

\*NOTE: Please bid a yearly cost, not monthly.

Peach County Commissioners Office 213 Persons Street Fort Valley, Georgia 31030

Clarice Davis Peach County Purchasing Manager

#### **PEACH COUNTY**

#### **BID FORM**

# OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2019

### GRASS CUTTING FOR PEACH COUNTY RECREATION PARKS

COMPANY NAME:	
DATE:	
I SUBMIT THE FOLLOWING	G BID FOR THE ITEM(S) USTED BELOW:
NORTH AND SOUTH PE	EACH COUNTY RECREATION PARKS
	FY 2018
	FY 2019
TO INCLUDE WEEDEATING AND CHEMICAL/E BRANCH REMOVAL AS TO MAINTAIN A	EDGING ALONG ALL FENCES AND PLAYGROUNDS, DEAD A NEAT APPEARANCE
SIGNED:	DATE:
Please submit a Sealed Bid by 2pm, Thursda Office at the address below.	ay, May 4, 2017 in the Peach County Commissioners

♦♦NOTE; PLEASE SUBMIT A YEARLY BID NOT MONTHLY\*\*

Mail or deliver SEALED BIDS to:

Peach County Board of Commissioners Clarice Davis, Purchasing Manager ATTN: Sealed Bid # 17-017 213 Persons Street Fort Valley, GA 31030 BOARD OF COMMISSIONERS Meetings Second Tuesday

MARTIN H. MOSELEY, JR. Chairman

WALTER SMITH

Berry C. Hill.

ROY LEWIS

WADE YODER

MARCIA W. JOHNSON County Administrator



213 Persons Street, Fort Valley, Georgia 31030 Phone 478-825-2535 Fax 478-825-2678

www.peachcounty.net

COUNTY OFFICIALS

KIM WILSON Probate Judge

JOE WILDER Clerk of Superior Court

> TERRY DEESE Sheriff

W. L. BROWN
Tax Commissioner

KERRY ROOKS

LAURENS C. LEE Magistrate

Greetings Prospective Vendor.

Georgia law has made it mandatory that all private employers enroll in and use the federal E-Verify system, not only for public contractors (including subcontractors and sub-subcontractors) providing labor to public projects, but also those companies providing services of any kind over \$2,499.99 in value, regardless of the number of employees a contractor has. This expands the E-Verify requirement to lots of small businesses that have contracts to perform labor or services with our county. A contractor or subcontractor may be exempt from this requirement if the contractor or sub-contractor has NO employees and does not hire nor intend to hire employees for the purpose of completing any part of the public contract.

E-Verify is a federal database that can be used to verify that an employee is authorized to work in the United States. The SAVE (Systematic Alien Verification for Entitlements Affidavit) program determines the immigration status of any person that receives a public benefit. The State of Georgia has determined that a public benefit is any contract, business ticense, occupational tax certificate, alcohol license, taxi permit, pawnbroker's license, billiard room license, precious metals/gems dealer's license, flea market license or insurance company license.

In keeping with compliance, we ask that you provide the following forms to do business with our agency:

- New Vendor Information sheet (ALL CONTRACTORS MUST SUBMIT THIS FORM)
- Form W-9 (Taxpayer Identification Number) (ALL CONTRACTORS MUST SUBMIT THIS FORM)
- E-Verify Affidavit (ANY CONTRACTOR PROVIDING GOODS AND LABOR/SERVICE)
- SAVE Affidavit (ANY CONTRACTOR RECEIVING PUBLIC BENEFIT OR THAT PROVIDES GOODS)
- Subcontractor Affidavit (ANY SUBCONTRACTOR PROVIDING GOODS AND LABOR/SERVICES)
- Certificate of Liability Insurance (ANY CONTRACTOR WHO DOES WORK ON OUR PROPERTY)
  - o Minimum Liability Insurance: \$2,000,000 aggregate, \$1,000,000 per occurrence
  - o Minimum Automobile Liability Insurance: \$2,000,000 aggregate, \$1,000,000 per occurrence
  - o Minimum Workers Compensation Insurance: \$500.000
- Sole Proprietor Contractor Affidavit (ONLY USE IF YOU HAVE NO EMPLOYEES)
- Photo Identification (PROVIDE ONLY IF A SOLE PROPRIETOR. SEE ATTACHED LIST OF ACCEPTABLE DOCUMENTS)
- PRIVATE EMPLOYER EXEMPTION (USE ONLY IF SOLE PROPRIETOR)

Please note that some of the forms require notarization and will be considered incomplete and not processed. You may return the forms properly completed by fax, e-mail, US Postal Service or drop it off at our office: Peach County Board of Commissioners, Purchasing Department, 213 Persons Street, Fort Valley, GA 31030. If you need to register for the E-Verify program, go to www.reace.gov and follow the instructions. If you have any questions about E-Verify or any of these forms, please call the office.

Sincerely,

**Peach County Accounting Department** 

# **NEW VENDOR INFORMATION**

COMPANY NAME:	
CONTACT PERSON:	TITLE:
	FAX:
EMAIL:	
TYPE OF BUSINESS: (CIRCLE ONE)	CORPORATION PARTNERSHIP SOLE PROPRIETOR
Have you done business with	Peach County in the past? (circle one) YES NO
Do you participate in the E-Ve	rify Program? (circle one) YES NO
Do you have a Federal Tax ID	number? (circle one) YES NO
and I understand that giving	this document is true to the best of my knowledge false, misleading or deceptive information is to be punishable by penalties of prosecution based on
Signature	 Date

Page 2

Revised August 2014

(Rev. August 2013) Department of the Tr

# **Request for Taxpayer Identification Number and Certification**

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

	Name (as shown on your income tax return)		
તું	Susiness name/disregarded entity name, if different from above		
on page	Check appropriate box for federal tax classification:    Individual/scio proprietor	☐ Trust/estate	Exemptions (see instructions):
Po			Exempt payee code (if sny)
Print or type s instructions on	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=p	artnership) >	Exemption from FATCA reporting code (if any)
두드	☐ Other (see Instructions) ▶		
specific	Address (number, street, and ept. or suite no.)	Requester's name a	and address (optional)
8008	City, state, and ZIP code		
	List account number(s) here (optional)		
Par	Taxpayer Identification Number (TiN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident elian, sole propriator, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.			
Note.	Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.  Employer identification number  -		
Par	de la Certification		
Unde	er penaities of perjury, I certify that:		
	he number shown on this form is my correct taxpayer identification number (or I am wait		
<ol> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> </ol>			
	3. I am a U.S. citizen or other U.S. person (defined below), and		
4. Th	ne FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA re	porting is correct.	
beca Intere gene Instru	ification instructions. You must cross out item 2 above if you have been notified by the asse you have failed to report all interest and dividends on your tex return. For real estate est paid, acquisition or abandonment of secured property, cancellation of debt, contribu erally, payments other than interest and dividends, you are not required to sign the certifications on page 3.	transactions, item 2 do tions to an individual re	bes not apply. For mongage tirement arrangement (IRA), and
Sign Her		Date▶	
Co	witholding tax	on foreign partners' share	of effectively connected income, and

#### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as tegislation enacted after we release it) will be posted

on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct texpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA

Use Form W-8 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- 1. Certify that the TIM you are giving is correct for you are waiting for a number to be issued),
- 2. Certify that you are not subject to backup withholding, or
- Cisim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATGA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-8 to request your TiN, you must use the requester's form if it is substantially similar to this Form W-9.

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1448 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1448 require a perinership to presume that a partner is a foreign person, and pay the section 1446 withholding tox. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

## GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT (OCGA 13-10-91)

#### **CONTRACTOR E-VERIFY AFFIDAVIT**

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 <u>PEACH COUNTY BOARD OF COMMISSIONERS</u> 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 OCGA § 13-10-91. Furthermore, the undersigned contractor will continue to use E-Verify 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 OCGA § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

	 ion Number		
Federal Work Authorization User Identificat	ion Number		
(4-6 digit number can be found on MOU)			
Date of Authorization	· <del>···</del>		
Date of Authorization			
Name of Contractor			
	_		
Name of Project			
I hereby declare under penalty of perjury th	hat the foregoing is true and correct.		
Executed on	201 in	(city),	(state)
executed on	_, 202		
Signature of Authorized Officer or Agent	<del></del>		
	<del></del>		
Printed Name and Title of Authorized Offic	er or Agent		
SUBSCRIBED AND SWORN BEFORE ME			
ON THIS THE DAY OF	201		
ON 1113 1112 OAT 01			
	<del></del>		
NOTARY PUBLIC			
My Commission Expires:			

# SAVE (SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS) PROGRAM AFFIDAVIT (O.C.G.A §50-36-1(E)(2)

## AFFIDAVIT VERIFYING STATUS FOR PUBLIC BENEFIT APPLICATION CONTRACTS

BOARD OF	COMMISSIONERS, by executing this	s affidavit under oath, I,	, on benan or
Am Stating	that:		
1.)	I am a United States	citizen.	
	OR		
2.)	I am a legal permane	ent resident of the United States.	
	OR		
3.	) I am an otherwise qu Nationality Act and lawfully prese	ualified alien or non-immigrant under the Federal Immig	gration and
fraudulen	t statement or representation in an	nd that any person who knowingly and willfully makes a affidavit shall be guilty of a violation of Code Section 16	-10-20 of the
fraudulen	t statement or representation in an ode of Georgia.	affidavit shall be guilty of a violation of Code Section 16  Signature of Employee	-10-20 of the  Date
fraudulen	t statement or representation in an	affidavit shall be guilty of a violation of Code Section 16	-10-20 of the
fraudulen	t statement or representation in an	affidavit shall be guilty of a violation of Code Section 16	-10-20 of the
fraudulen	t statement or representation in an	affidavit shall be guilty of a violation of Code Section 16  Signature of Employee  Printed Name	Date
fraudulent Official Co	t statement or representation in an	Signature of Employee  Printed Name  Alien Registration Number (for non-cuts)  Type of secure and verifiable docum (i.e., driver's license, passport, etc.)	Date

# GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT (OCGA 13-10-91)

## SUBCONTRACTOR E-VERIFY AFFIDAVIT

SUBCONTRACTOR'S NAME:	
CONTRACTOR'S NAME:	<del></del>
By executing this affidavit, the undersigned Subcontractor verifies its complian affirmatively that the Subcontractor which is engaged in the physical performance of Contractor identified above on behalf of PEACH COUNTY BOARD OF COMMISSIONER participating in the E-Verify program in accordance with the applicability provisions at 13-10-91.	services under a contract with the S has registered with and is
Federal Work Authorization User Identification Number (4-6 digit number can be found on MOU)	
Date of Authorization	
Name of Project	
I hereby declare under penalty of perjury that the foregoing is true and correct.  Executed on,, 201 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, 201	
NOTARY PUBLIC My Commission Expires:	

# SOLE PROPRIETOR EXEMPTION AFFIDAVIT

The undersigned sole proprietor of	affirmatively that the individual, firm, our side to register with and/or utilize the	federal work authorization
In making this representation under oath, I understantious or fraudulent statement or representation of the Official Code of Georgia.	and that any person who knowingly and in an affidavit shall be guilty of a violation	willfully makes a false, on of Code Section 16-10-20
I hereby declare under penalty of perjury that the f	oregoing is true and correct.	
Executed on,, 201_	in (city	/), (state).
Signature of Authorized Officer or Agent		
Printed Name and Title of Authorized Officer or Ag	ent	
Type of secure and verifiable document provided (Attach copy L.c., driver's license, passport, etc.)		
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF, 201		
NOTARY PUBLIC My Commission Expires:		

Revised August 2014

# Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

O.C.G.A. § 36-60-6, stating affirmatively that the indi	ividual, firm, or corporation has NO employees that you are the
sole proprietor of	and are not required to register with and/or utilize the as E-Verify, or any subsequent replacement program, in
federal work authorization program commonly known	as E-Verify, or any subsequent replacement program, in
accordance with the applicable provisions and deadlin	es established in O.C.O.A. § 30-00-0.
I hereby declare under penalty of perjury that the fore	going is true and correct.
Executed on 201 in (city)	(state).
Printed Name of Exempt Private Employer	
•	
Signature of Exempt Private Employer or	
Authorized Officer or Agent	
•	
Printed Name and Title of Person Executing Affidavi	- is
Frince Name and Title of Ferson Exceeding Arroans	
SUBSCRIBED AND SWORN BEFORE ME	
ON THIS THE DAY OF	201
NOTARY PUBLIC	
My Commission Expires:	
* This affidavit is for submi	ssions made on or after to July 1, 2013.

# Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2012 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA") provides that "[n]ot later than August 1. 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

Any secure and verifiable document presented must not be expired. If expiration occurs during contract/benefit period, a current document must be presented to maintain compliance.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport on passport card [O.C.G.A | \$ 50-36-2(bn3); 8 CFR \$ 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); S CFR § 274a.2]
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the
  Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or
  lists sufficient identifying information regarding the bearer, such as name, date of birth, pender, height, eye color, and address to enable the identification of
  the bearer [O.C.G.A. § 50-36-2(bir 3); 8 CFR § 274a 2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient
  identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A
  listing of federally recognized Native American tribes may be found at:
- http://www.bia.gov/WhoWeAre BIA OIS TribalCovernmentServices/TribalDirectory/index/lum [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(bit3); 8 CFR § 274a 2]
   An Employment Authorization Document that contains a photograph of the beater [O.C.G.A. § 50-36-2(bit3); 8 CFR § 274a 2]
- A passport issued by a foreign government [O.C.G.A. > 50-36-2(b)(3), 8 CFR > 274a 2]
- A Merchant Mariner Document or Merchant Manner Cocdennal issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3): 8 CFR § 274a 2]
- A Free and Secure Trade (FAST) card [O.C.G.A § 50-36-2(bg3), 22 CFR § 41 2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41 2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A.§ 50-36-2(b)(3): 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A § 50-36-2(b#3);8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(bu3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
  [O.C.G.A. § 50-36-2(bit3), 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(bit3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(bit3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official scal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37-11]

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit, [O.C.G.A. § 50-36-2(c)]