

# City of Waycross

## Purchasing Department

*Linda E. Jones*  
Purchasing Director

**TO: ALL VENDORS**  
**FROM: LINDA E. JONES, CPPB, PURCHASING DIRECTOR**  
**DATE: July 30, 2019**  
**RE: Request for Proposals**

The City of Waycross, Georgia will receive sealed proposals until, 11:00 a.m., Thursday,  
August 15, 2019

For : Repair of Monroe Park Tennis Courts

As specified in the attached specifications.

The city reserves the right to accept or reject any or all proposals, to waive formalities and technicalities, to make an award in the best interest of the City. All bidders must comply with all Federal, State and Local Laws.

Factors to be considered in making this award, if awarded, will be equipment submitted and price. The City will be the sole judge of the weights given these factors.

Proposals will be opened conference room at City Hall, on the second floor – 417 Pendleton Street, Waycross, Georgia, on the hour and date specified above. No proposals will be accepted after bid opening time. No faxed or email proposals will be accepted.

**PROPOSALS SHOULD BE MAILED TO: CITY OF WAYCROSS, PURCHASING DIRECTOR  
P. O. DRAWER 99  
WAYCROSS, GEORGIA 31502-0099**

**OR HAND DELIVERED TO: CITY HALL – PURCHASING DEPARTMENT  
(PRIOR TO OPENING) 417 PENDLETON STREET, ROOM 201  
WAYCROSS, GEORGIA 31501**

**BID ENVELOPE SHOULD BE MARKED: Bid #** FY20-06

Prices quoted shall be firm prices and remain firm until delivery is made. If awarded, the City will place an order with the successful bidder within thirty (30) days after bid opening.

P. O. Drawer 99  
Waycross, Georgia 31502-0099  
(912) 287-2956



**CITY OF WAYCROSS  
REQUEST FOR PROPOSAL  
TENNIS COURT REPAIR– MONROE PARK  
FY20-06  
JULY 29, 2019**

**GENERAL**

The City of Waycross will be accepting sealed proposals from contractors for the repair and resurface of 2 tennis courts at Monroe Park, Waycross, GA 31501. Proposals will be accepted until, **11:00 a.m., Thursday, August 15, 2019**. Envelope must be sealed and marked Bid # FY20-06.

**SCOPE**

The City of Waycross is in need of repair of its 2 tennis courts located at the corner of Baltimore Street and Scruggs Street in Waycross, GA. The total measurements of the 2 courts is: 240' x 60'. Both courts are enclosed in a fenced in area with 2 door access. Pictures have been provided for your convenience. This tennis court is on a lighted timer and is accessible 24 hours a day. Contact James Smart with any questions you may have on this RFP. 912-281-5535 or [jsmart@waycrossga.com](mailto:jsmart@waycrossga.com).

**MIMINUM REQUIREMENTS OR AN ACCEPTABLE ALTERNATE:**

- Repair 2 center anchors
- Scrape and pressure wash clean the courts surface of all dirt, debris and loose materials
- Machine sand the surface of court as necessary to smooth and repair any uneven or damaged areas such as the raised edges of cracks.
- Patching – Using tennis court grade patch compounds:
  - One application will be made to each “birdbath” This will reduce water depth for faster drying times, but may not eliminate all water ponding.
  - Cover and fill any rough, cracked or deteriorated areas of asphalt.
  - The edges of all patches will be scraped or ground smooth so that patches are not visible through the finished surface.
- Crack Filling Courses – Apply one coat of tennis court grade acrylic deep patch mix to the entire surface of the courts with a broad squeegee according to manufacturers recommended coverage rates to fill cracks.
- Leveling Courses– Apply one coat of sand-acrylic resurface mix over the entire surface of the tennis courts with a broad squeegee according to manufacturer’s recommended coverage rates.

- Texture and Finish Courses – Apply two successive coats of Nova filler coat (sand-filled acrylic color –coating) to the entire area of the tennis courts with a broad squeegee according to the manufacturer’s recommended coverage rates.
- Finished colors will be the owner’s choice of any two from manufacturer’s standard colors.
- Lines – Paint two sets of regulation two inch wide white playing lines for the tennis courts.
- Remove all excess materials and debris from the job after completion of the work.
- Warranties must be listed and submitted with proposal.
- If you are quoting other than what is specified above. Details and specification must be included with proposal.
- List 5 references of similar projects that you have completed with location and a name and contact number.
- E-Verify forms must be completed and submitted with your proposal.
- Copy of Insurance Certificate must be included with proposal.
- A Sample Contract has been included in this packet.

**EVALUATION**

Proposals will be evaluated, and an award will be made based on the amount and the type of process used.

**TERMS AND CONDITION**

The City reserves the right to accept or reject any or all proposals, to waive formalities and technicalities, to make an award in the best interest of the City. City shall be the sole judge as to which proposal is best and will make an award that is the absolute best value for the City, which may or may not be the lowest bid. Payment will be made within 14 days after completion of the project.

**City of Waycross**  
**P.O. Drawer 99**  
**Waycross, GA 31502**

**REQUEST FOR QUOTATION**

**BID #:** FY 20-06

**DATE:** July 30, 2019

**THE ABOVE NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE.**

**THIS IS NOT AN ORDER**

CHARGEABLE ACCOUNT NUMBER

QUOTE NOT LATER THAN 1 1:00 am, Aug. 15, 2019	REQUISITION NO.	DATE OF REQUISITION
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PLEASE QUOTE ON THIS SHEET IN SPACES INDICATED BELOW FOR THE ARTICLES DESCRIBED. NOTE DELIVERY REQUIRED AND IN QUOTING, ADVISE DEFINITE DELIVERY. BASE YOUR QUOTATION ON THE TERMS AND CONDITIONS PRINTED AND/OR TYPED HEREON.

**WE QUOTE YOU AS BELOW**

NAME OF COMPANY

OFFICIAL TITLE

DATE

F.O.B.

DELIVERY REQUIREMENT		DELIVERY PROMISED	TERMS		
ASAP	ARO	Days	% Days		
ITEM	QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT
		Total Cost of Repair of 2 Tennis Courts at Monroe Park			\$
		Warranty:			
		Work Completion Time Frame:			
					\$

This quote sheet is provided for your convenience. Please return completed form with your bid.

**LINDA E. JONES, CPPB**  
**PURCHASING DIRECTOR**

**QUOTATION REQUEST**

V  
**CONTRACT**

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between **City of Waycross, Georgia** (Party of the First Part, hereinafter called the Owner) and \_\_\_\_\_ (Party of the Second Part, hereinafter called the Contractor) for the Repair of Tennis Court – Monroe Park. (hereinafter called the Project).

**WITNESSETH:** That the said Contractor has agreed, and by these presents does agree with the said Owner, for the consideration herein mentioned in this Bid and under the penalty expressed in Bonds, hereto attached, to furnish all equipment, tools, materials, skill and labor of every description necessary to carry out and complete in good, firm, substantial and workmanlike manner the work specified, in strict conformity with the drawings, specifications, and any City of Waycross Standard Specifications for Construction, hereinafter set forth, which drawings and the specifications, together with the foregoing Bid made by the Contractor are hereby incorporated into and made a part of this Agreement. The work covered by this agreement includes all work shown on plans and specifications, to-wit:

**THE CONTRACTOR** shall commence the work with adequate force and equipment on a date to be specified in a written order of the City and shall complete the work to the satisfaction of the Owner within \_\_\_\_ consecutive calendar days from and including said date.

**THE OWNER** shall pay and the Contractor shall receive the prices stipulated in the Bid as full compensation for everything furnished and done by the Contractor under this contract, the full sum not to exceed \$ \_\_\_\_\_. Which shall be paid upon completion of the said project.

**IN WITNESS THEREOF**, the parties hereto have executed this Agreement in triplicate, this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTESTED:

\_\_\_\_\_

BY

\_\_\_\_\_

(Owner)

City of Waycross, Georgia

ATTESTED:

\_\_\_\_\_

\_\_\_\_\_

(Contractor)





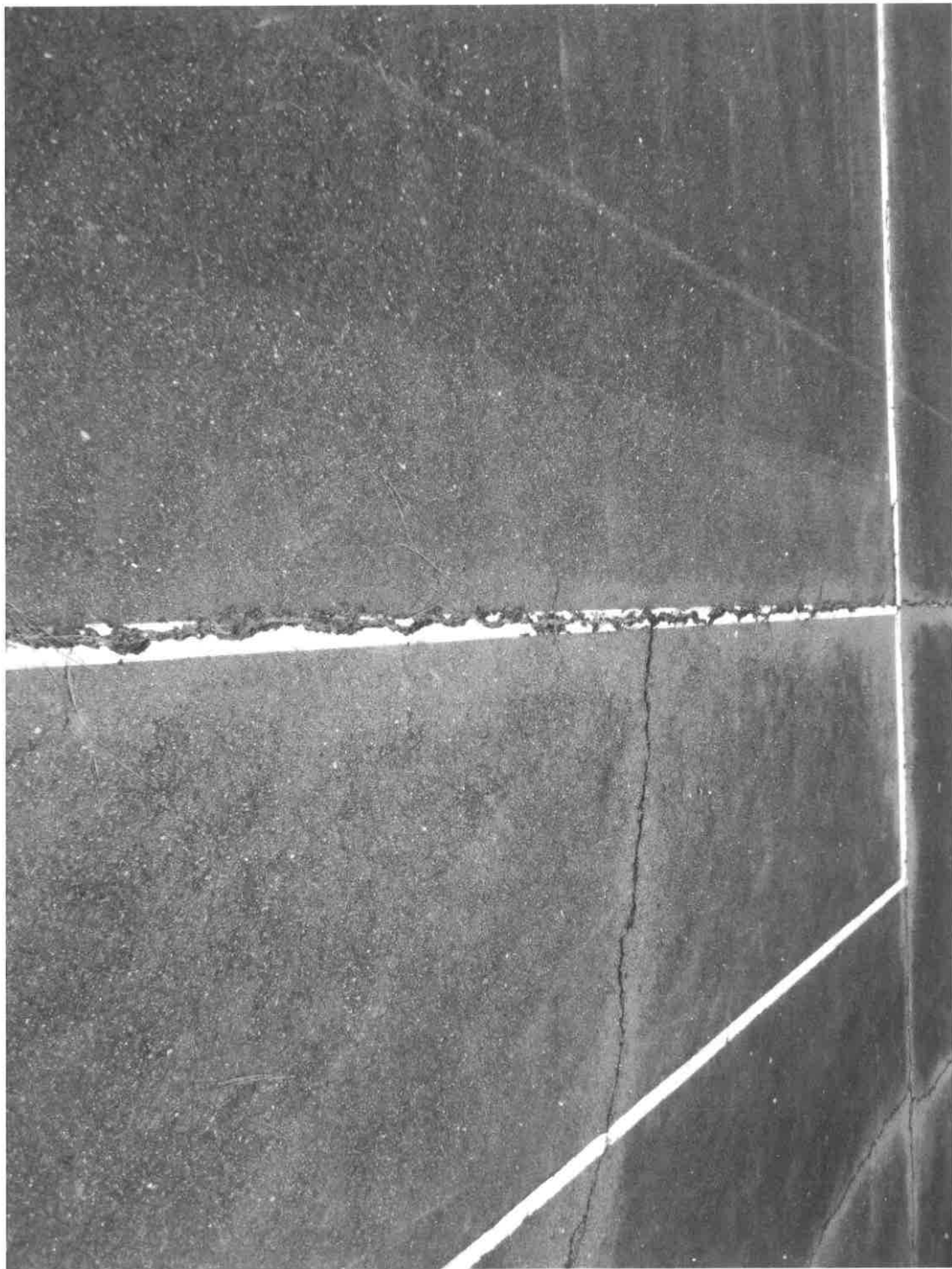




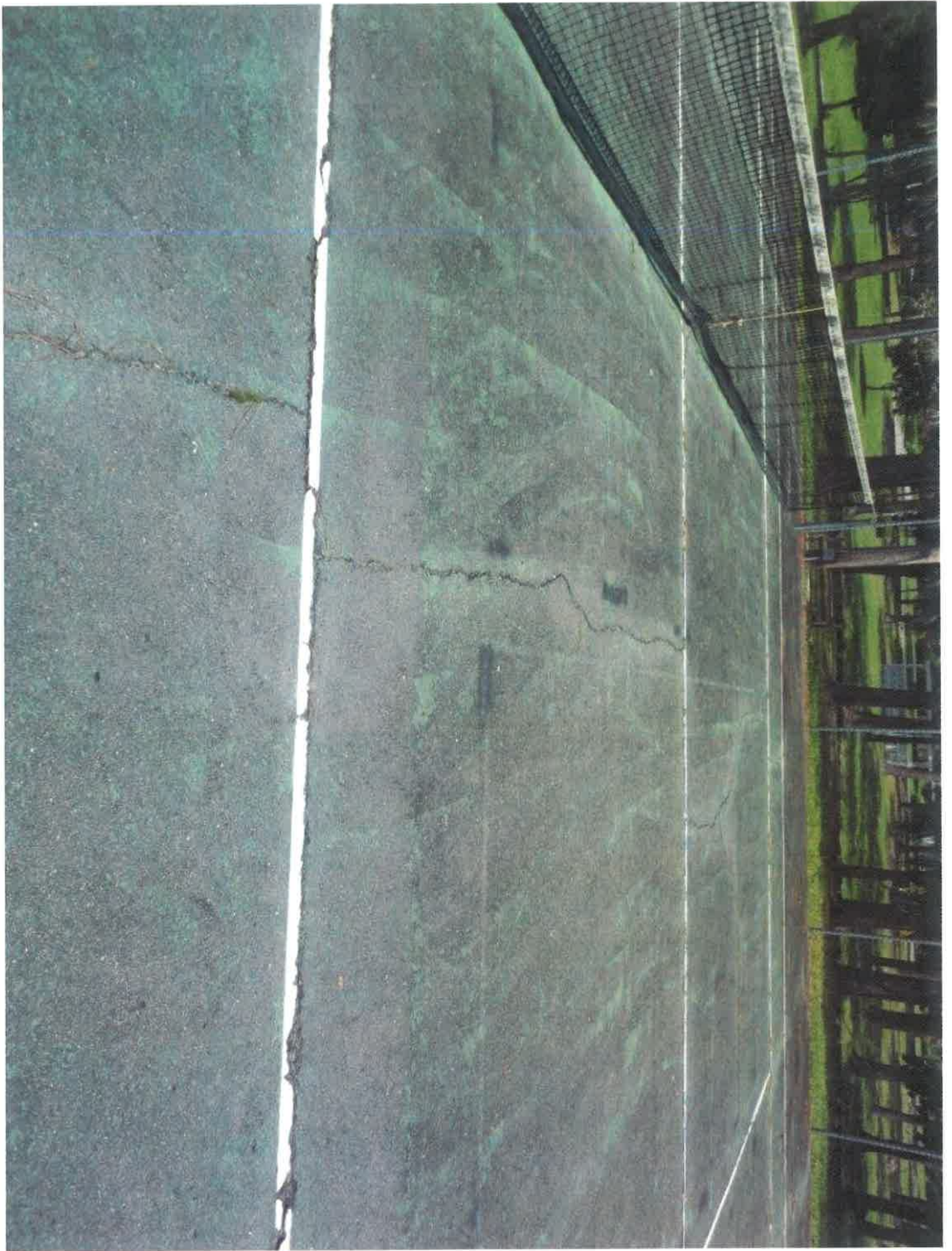








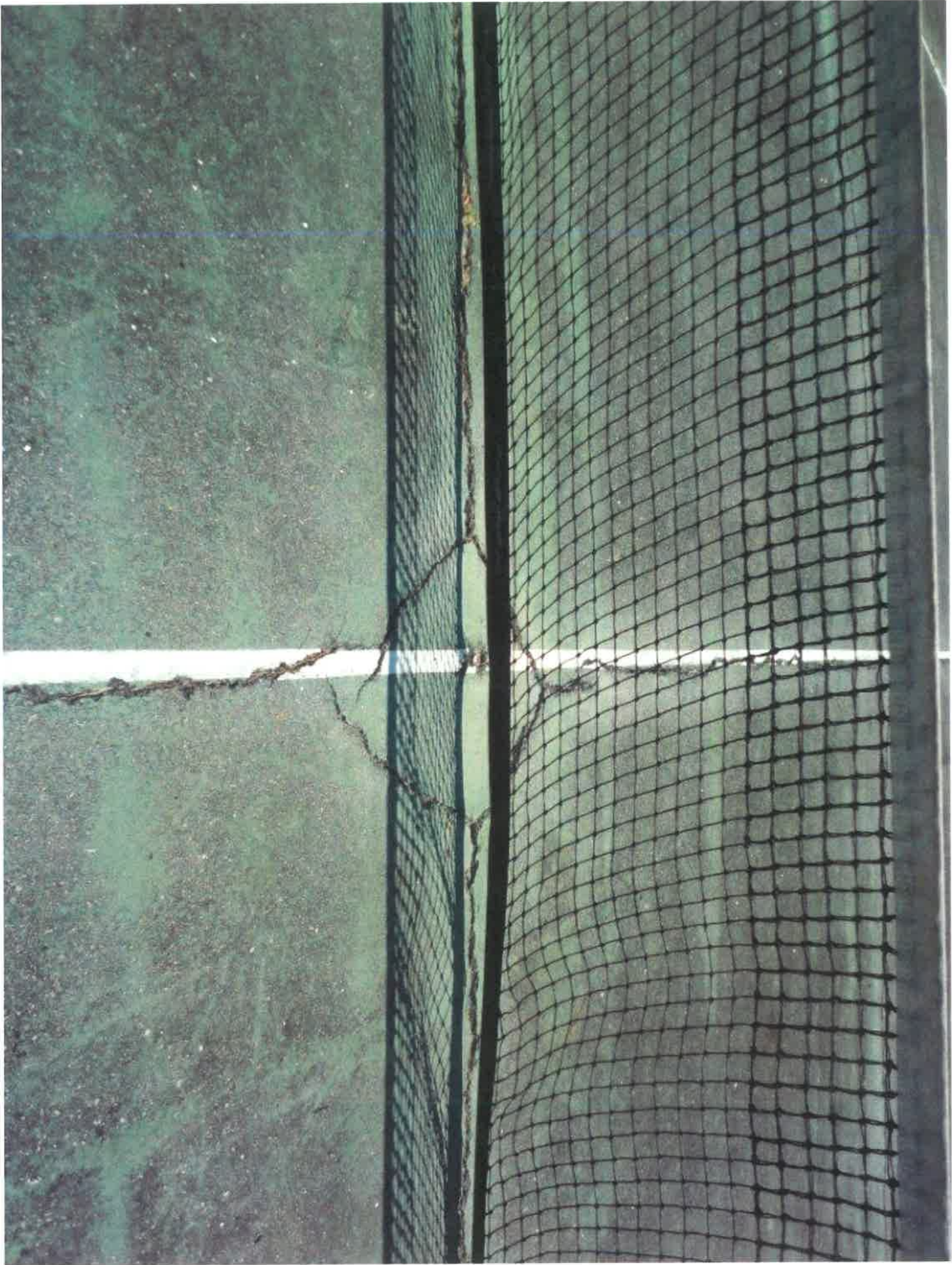












## GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA 13-10-90

TO ALL PROSPECTIVE VENDORS:

If you are providing service, or performing work for The City of Waycross, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal.

- 1) The City of Waycross shall comply with the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq.,
- 2) In order to insure compliance CONTRACTOR agrees to comply with all of the contractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.state.ga.us>, as further set forth below.
  - A. Contractor Agreement to Verify the Work Eligibility of its New Hires through the U.S Department of Homeland Security's "Employment Eligibility Verification (EEV) / Basic Pilot Program." CONTRACTOR agrees to verify the work eligibility of all of CONTRACTOR'S newly hired employees through the U.S. Department of Homeland Security's Employment Eligibility Verification (EEV) / Basic Pilot Program, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to contractors and subcontractors with five-hundred (500) or more employees.
  - B. Contracts Affected by the "Georgia Security and Immigration Compliance Act." CONTRACTOR agrees that the contractor and subcontractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.
  - C. Timeline for Application of the Worker Eligibility Verification Requirements to Contractors and Subcontractors. CONTRACTOR agrees that the following Georgia Security and Immigration Compliance Act contract compliance dates apply to this contract, pursuant to O.C.G.A. 13-10-91:
    - On or after July 1, 2007, to public employers, contractors, or subcontractors of 500 or more employees;
    - On or after July 1, 2008, to public employers, contractors, or subcontractors of 100 or more employees; and
    - On or after July 1, 2009, to all other public employers, their contractors, and subcontractors.

The prospective CONTRACTOR must initial one of the sections below:

- Contractor has 500 or more employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification on July 1, 2007, and execute and send to DEPARTMENT a "Contractor Affidavit and Agreement" attesting to registration with the EEV / Basic Pilot Program];
  - Contractor has 100-499 employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification by July 1, 2008];
  - Contractor has 99 or fewer employees [CONTRACTOR must begin work eligibility verification by July 1, 2009].
- 3) In the event that the contractor employs or contracts with any subcontractor in connection with a covered contract the contractor will secure from the subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Georgia Department of Labor Rule 300-10-1-.02 or a substantially similar affidavit.
- 4) Contractor agrees that, in the event the (insert your company's name) \_\_\_\_\_ employs or contracts with any sub-contractor in connection with the covered contract to Require "Georgia Security and Immigration Compliance Act" Compliance of its Subcontractors Connected with this Contract. CONTRACTOR agrees to require O.C.G.A. Sections 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by CONTRACTOR to provide services connected with this contract, as required pursuant to O.C.G.A. 13-10-91., that the (insert company's name) \_\_\_\_\_ will secure from each sub-contractor the employee-number applicable to the sub-contractor.

CONTRACTOR agrees to obtain from any subcontractor that is employed by CONTRACTOR to provide services connected with this contract, the subcontractor's indication of the employee-number category applicable to the subcontractor.

- 5) Contractor agrees to provide the City of Waycross with and secure all affidavits from any subcontractor engaged to perform services under this Contract an executed the "Subcontractor Affidavit," as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.

CONTRACTOR agrees to maintain all records of the subcontractor's compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

## CONTRACTOR 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 contracting with The City of Waycross, has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security 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. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Waycross, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

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

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

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

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

## SUBCONTRACTOR AFFIDAVIT

Contractors shall use the following affidavit form, or an affidavit form that is substantially similar to that provided below, to document a subcontractor's compliance with the requirements of O.C.G.A. 13-10-91:

By executing this affidavit, the undersigned subcontractor 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 under a contract with (name of contractor) \_\_\_\_\_ on behalf of the City of Waycross has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security 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. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

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

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

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

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

**CONTRACTOR AFFIDAVIT SMALL BUSINESS EXPEMPTION**

Contractors shall use the following affidavit form, or an affidavit form that is substantially similar to that provided below, Contractor's compliance with the requirements of O.C.G.A. 13-10-91:

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 under a contract with City of Waycross has less than 10 (ten) hired employees, and is exempt from this program.

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

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

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

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

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91