



**Invitation to Bid (ITB)/ Request for Quote (RFQ) Bid Form
(Qualified Firms only)**

Purpose:

Pavement Preservation and Maintenance Services - District

RFQ# / ITB #:
Agreement #:

Table 1 - Services and Contacts

This solicitation is being conducted by the Georgia Department of Transportation under its authority to procure services ancillary to the construction and maintenance of a public road (as defined in O.C.G.A 32-1-3 (24) as provided for in O.C.G.A 32-2-61 (c) and (d) (1) (D).

Through this Invitation to Bid (ITB)/Request for Quote (RFQ) the Georgia Department of Transportation (hereinafter, "the Department or GDOT") is seeking bids and Statements of Work from the qualified firms who have been awarded a Maintenance Master Services Agreement (MMSA) under a Request for Quote Contracts (RFQC) (GDOT's pre-qualification process) for **Pavement Preservation and Maintenance Services**.

The awarded firm/respondent (identified by name in Table 14 below hereinafter referred to as "Contractor") to this ITB/RFQ is subject to the terms and conditions of its MMSA with GDOT which was awarded under a RFQC or prequalification process for **Pavement Preservation and Maintenance Services** and is specifically incorporated herein in **Table 10 below** hereinafter referred to as the "MMSA" and this document, and is cautioned to completely review the entire ITB/RFQ and follow instructions carefully. General information and instructions regarding bid submissions are provided in the **General Information and Instructions** attached (Exhibit) and included with the ITB.

The Department reserves the right to modify existing provisions, include additional provisions, which are not currently addressed herein and further reserve the right to reject all bids and/or Statements of Work, and to waive technicalities and inform it as at its sole discretion.

District/Contact for this ITB/RFQ	Issuing Officer's Name: <input type="text" value="Enter Issuing Officer's Name"/>	Issuing Officer E-Mail: <input type="text" value="Enter Issuing Officer's eMail"/>
	District Maintenance Contract Engineer	District Maintenance Contract Engineer Email <input type="text"/>
Vendor Contact Information	Company Name: <input type="text"/>	Contact E-Mail: <input type="text"/>
	Point of Contact Name: <input type="text"/>	Phone #: <input type="text"/>

Table 2 - Schedule of ITB Events

a. Department issues "Invitation to Bid"	Date As Published on the Georgia Procurement Registry ("GPR")	
b. Bidders/Offerors' Conference Location: <input type="text" value="Enter Conference Address (Street Address, City, State, Postal Code)"/> Attendance is: <i>Choose an item.</i>	<input type="text" value="Click here to enter a date or DELETE and enter N/A."/>	<input type="text" value="AM"/>
c. Mandatory Site Visit	<input type="text" value="Click here to enter a date or DELETE and enter N/A."/>	
d. Deadline for Written Questions from Contractors	<input type="text" value="Click here to enter a date."/>	<input type="text" value="AM"/>
e. Responses to Written Questions to Contractors	<input type="text" value="Click here to enter a date."/>	<input type="text" value="AM"/>
f. Deadline for Bid Submittal	Date as Published on the GPR	
g. Notice of Award [NOA] (on or about) /Issuance of Purchase Order	Approximately 2 to 3 Weeks after closing	

The above Schedule of ITB/RFQ Events represents the schedule that will be followed. All times indicated are Eastern time zone. The Department reserves the right to adjust the schedule as deemed necessary via Addendum to this ITB/RFQ.

Table 3 - Location and Short Description of Services to be Performed

Item #	Location/County	Route	Description	Category (if applicable)
1				
2				
3				
4				
5				
6				

The detailed scope of work is included in **Attachment 1 - Project Scope of Work – District X**. Exact locations, description and estimated quantities are included in **Attachment 1 – Appendix 1 – Locations**, description and estimated quantities.

Table 4 - Deliverables

See **Exhibit 3 - Project Scope of Work**

Table 5 - Quality Acceptance

See **Exhibit 3 - Project Scope of Work**

Table 6- Standard Specifications

The current GDOT Standard Specifications listed below are those that may be applicable to all work available to be performed under the above-referenced MMSA. From that list, the Standard Specifications that are applicable to this Invitation to Bid's Project Scope of Work (**Exhibit 3**) are indicated with an "X" below.

For convenience and easy access, the specifications can be viewed by clicking the following link: <http://www.dot.ga.gov/PartnerSmart/Business/Source/specs/DOT2013.pdf>.

The specifications are subject to being revised at any time. Any changes or revisions may be available in the form of a Special Provisions which are available via <http://www.dot.ga.gov/PS/Business/Source/SpecialProvisions>. It is the Contractor's responsibility for ensuring use of the latest version of the specifications, construction details, and/or standards. If there is a conflict between versions, the latest specification will govern.

The Contractor must comply with the terms of the above-referenced MMSA project details, and any attachments referenced herein, in addition to the specification indicated with the "X" below.

INSTRUCTIONS: DO NOT ASSUME THIS IS AN EXHAUSTIVE LIST. Review project scope of work and list all applicable Specifications in the table below. Additions to existing or unchecking Specifications already listed. DELETE THESE INSTRUCTIONS WHEN COMPLETE.

"X" All that Apply	Section	Description
<input checked="" type="checkbox"/>	101-149	General Provisions (See Exclusions from General Provisions (Exhibit 2))
<input type="checkbox"/>	150	Traffic Control (Shelf Special Provision)
<input type="checkbox"/>	400	Hot Mix Asphaltic Concrete Construction
<input type="checkbox"/>	401	Cold Mix for Patching
<input type="checkbox"/>	402	Hot Mix Recycled Asphaltic Concrete
<input type="checkbox"/>	404	Paver-Laid Surface Treatment
<input type="checkbox"/>	407	Asphalt-Rubber Joint and Crack Seal
<input type="checkbox"/>	411	Asphaltic Concrete Pavement, Partial Removal
<input type="checkbox"/>	413	Bituminous Tack Coat
<input type="checkbox"/>	420	Scrub Seal
<input type="checkbox"/>	424	Bituminous Surface Treatment
<input type="checkbox"/>	427	Emulsified Asphalt Slurry Seal
<input type="checkbox"/>	428	Micro Surfacing
<input type="checkbox"/>	453	Portland Cement Concrete Whitetopping
<input type="checkbox"/>	827	Pavement Patching Mastic

Table 6.1 - Applicable Qualified Products List (QPL)

Specific material to perform the described work must comply with the Specifications and be from a source listed on the Department's Qualified Products List (QPL). The Contractor must comply with the terms of the above-referenced Contract, project details, and any attachments referenced herein in addition to the QPL#s indicated with an "X" below. The Contractor is responsible for ensuring that ALL material/products chosen by the Contractor is from a source approved by the Department and is from the most current QPL List. The Contractor may access the QPL on line at <http://www.dot.ga.gov/PS/Materials/QPL> or may call the Department's Office of Materials and Testing at the number listed at the top right-hand corner of the applicable QPL for the most current sources.

The Department reserves the right to perform all sampling and testing in accordance with Section 106 of the Specifications referenced in Table 6. The Contractor must furnish the applicable certifications and documentation for all materials/products as required by the Specifications. Material which is not properly certified will be rejected.

INSTRUCTIONS: DO NOT ASSUME THIS IS A COMPLETE LIST. Review the project scope of work and list all applicable QPL information in the table below in addition to checking or unchecking QPL already listed. DELETE THESE INSTRUCTIONS WHEN COMPLETE

"X" All that Apply	Section	Title
<input type="checkbox"/>	QPL 1	Fine Aggregate Sources
<input type="checkbox"/>	QPL 2	Coarse Aggregate Sources
<input type="checkbox"/>	QPL 7	Bituminous Materials
<input type="checkbox"/>	QPL 26	Heat Stable Asphalt Suppliers
<input type="checkbox"/>	QPL 30	Fly Ash & Slag Suppliers
<input type="checkbox"/>	QPL 39	Asphalt Paving Plants
<input type="checkbox"/>	QPL 41	Asphalt Paving Plants
<input type="checkbox"/>	QPL 45	Hot Mix Asphalt Concrete Plant
<input type="checkbox"/>	QPL 65	Asphalt Paving Plants
<input type="checkbox"/>	QPL 67	Non-Chlorinated Asphalt Extractants
<input type="checkbox"/>	QPL 77	Stabilizing Additives
<input type="checkbox"/>		

Table 6.2 - Applicable Construction Details and Standards

<http://mydocs.dot.ga.gov/info/gdotpubs/ConstructionStandardsAndDetails/Forms/AllItems.aspx>

The Construction Details and Standards listed below are those that may be applicable to all work available to be performed under the above-referenced MMSA, From that list, the Construction Details and Standards that are applicable to this Invitation to Bid's Project Scope of Work (**Exhibit 3**) are indicated with an "X" below.

For convenience and easy access, hyperlinks have been provided for these Construction Details and Standards and they may be reviewed by clicking on the link in the applicable table. The Contractor may also access the Construction Details and Standards visiting <http://mydocs.dot.ga.gov/info/gdotpubs/ConstructionStandardsAndDetails/Forms/AllItems.aspx>. The Construction Details and Standards are subject to being revised at any time. It is the Contractor's responsibility for ensuring use of the latest version of the Construction Details and/or Standards.

The Contractor must comply with the terms of the above-referenced MMSA, project details, and any attachments referenced herein in addition to the Construction Details and Standards indicated with an "X" below.

INSTRUCTIONS: DO NOT ASSUME THIS IS A COMPLETE LIST. Review the project scope of work and list all applicable Standards in the table below in addition to checking or unchecking Standards already listed. DELETE THESE INSTRUCTIONS WHEN COMPLETE

"X" All that Apply	Reference	Title
<input type="checkbox"/>	Construction Detail P-7	
<input type="checkbox"/>	Construction Detail S-8	

<input type="checkbox"/>	Construction Detail S-9	
<input type="checkbox"/>	Construction Detail T-11A	
<input type="checkbox"/>	Construction Detail T-11B	
<input type="checkbox"/>	Construction Detail T-15A	
<input type="checkbox"/>	Construction Detail T-15B	
<input type="checkbox"/>	Construction Detail T-15C	
<input type="checkbox"/>	Standard 9121	GA. STD. 9121 TAPERS, SIGNS AND MARKINGS FOR PASSING LANES (01)
<input type="checkbox"/>	Standard 90223A	A. STD. 90223A, RAILROAD GRADE CROSSING SIGNS AND MARKINGS (01)
<input type="checkbox"/>	Standard 90241	A. STD. 90241, RAILROAD GRADE CROSSING W/ SIGNALS AND/OR GATES (10-96)
<input type="checkbox"/>	Standard 9121	Traffic Control General Notes, Standard Legend, Miscellaneous Details
<input type="checkbox"/>	Standard 9121	Traffic Control Detail for Lane Closure on Two-lane Highway
<input type="checkbox"/>	Standard 9121	Traffic Control Detail for Lane Closure on Multi-lane Divided Highway
<input type="checkbox"/>	Standard 9121	Traffic Control Detail for Lane Closure on Multi-lane Undivided Highway

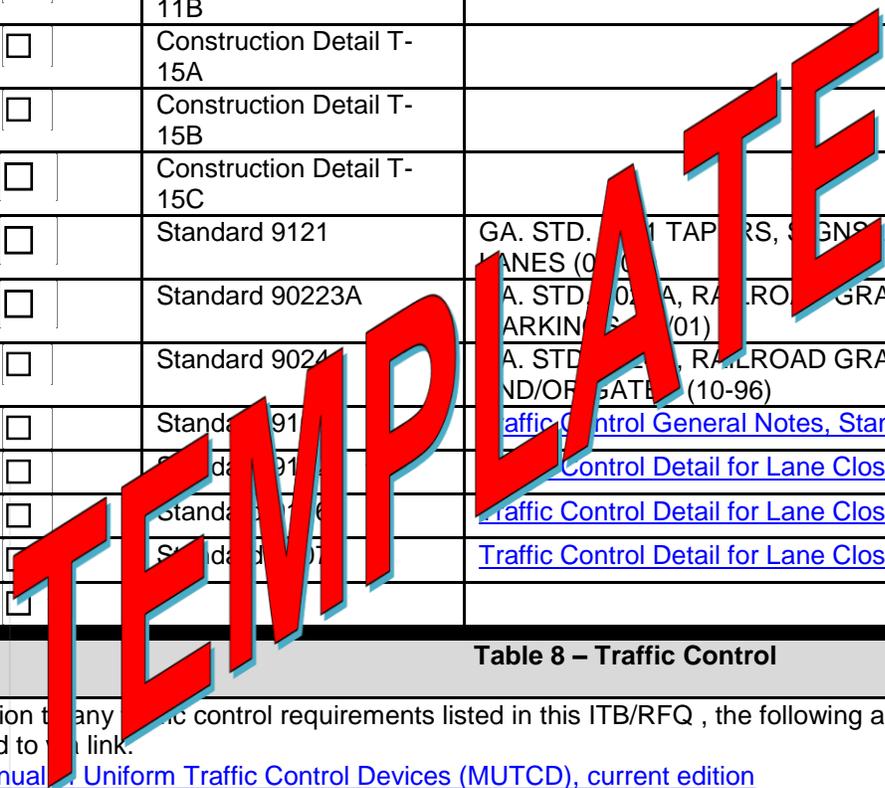


Table 8 – Traffic Control

In addition to any traffic control requirements listed in this ITB/RFQ, the following additional requirements shall be adhered to:

[Manual of Uniform Traffic Control Devices \(MUTCD\), current edition](#)

Table 9 – Agreement Duration

Work must begin no later than:	Enter desired start date or reference section of scope of work
Work must be completed no later than:	Enter desired completion date or reference section of scope of work
When work is begun, it must be completed within the total number of days indicated:	Enter maximum allowed time to perform services or reference section of scope of work

In addition to the work schedule listed above, the following additional requirements shall be adhered to:

1. The Department will require the awarded Contractor to begin and complete work within the timeframe named above.
2. The Contractor is required to schedule, with the Department, the start of any work related to this ITB a minimum of 48 business hours in advance.
3. The Contractor must also confirm the schedule or inform the Department of any changes to the schedule each morning work is to be performed.
4. Completion of work includes Department inspections and any work required to correct deficiencies noted by Department.

Table 10 – Incorporated Documents

The Contractor acknowledges that the documents listed in this Table are hereby incorporated into and made a part of this Bid. The Contractor acknowledges that the MMSA, Addenda, and subsequent Purchase Orders are hereby incorporated as though expressly written herein. In the event of any conflict between the language in these documents, the following Order of Precedence shall prevail:

- A. MMSA # ~~48400-410-00000034480-XXX~~ for Pavement Preservation and Maintenance Services (including any amendments/renewals)
- B. Invitation to Bid (ITB)/Request for Quote (RFQ) Bid Form, as Signed by GDOT (including exhibits)
- C. Subsequent Purchase Orders

The Contractor shall not take advantage of any error or omission in any of the ITB/RFQ or RFQC components. In the event the Contractor discovers an error or omission, the Contractor shall immediately notify the Department.

Table 11 – Invitation to Bid Documents

This ITB/RFQ includes Tables 1 through 15 and Exhibits 1 through 4. Agreement includes Exhibits and Appendices as listed below, which are hereto attached and incorporated herein by reference:

- A. Invitation to Bid (ITB)/ Request for Quote (RFQ) Bid Form
- B. Exhibit 1 - General Information & Instructions
- C. Exhibit 2 – Exclusions from General Provisions
- D. Exhibit 3 – Project Scope of work
- E. Exhibit 4 – Locations, Description and Estimated Quantities

The Contractor shall not take advantage of any error or omission in any of the ITB/RFQ or Contract components. In the event the Contractor discovers an error or omission, the Contractor shall immediately notify the Department.

Table 12 – Bid Form

INSTRUCTIONS TO ISSUING OFFICER: Three options are available for bidders to provide a bid response. Select 1 of the 2 options and delete these instructions and the remaining options.

All of the services which are available to the Qualified Maintenance Contractors for **Pavement Preservation and Maintenance Services** are listed below; however, the Department will accept a bid only for the services indicated with an "x".

Having carefully examined the Invitation to Bid, General Information & Instructions, the Project Scope of Work, the Location, Description and Estimated Quantities (if applicable), and any Addendums, the Contractor proposes to provide the services to the Georgia Department of Transportation in accordance with all requirements set forth therein and in the Contract, for the following:

Option 1: Use this option if the items are desired		Unit of Measure	Price per UOM	Estimated Quantity	Line Total (Price per UOM X Est. Qty)
<input type="checkbox"/>	1. Crack Seals & Sealers	Lane Mile	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	2. Surface Treatments/ Chip Seals/Strip Seal (Single /Multiple Course)	Square Yard	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	3. Fog Seal Sealers	Square Yard	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	4. Scrub Seal	Square Yard	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	5. Micro/Spray Seal (Single /Multiple Course)	Square Yard	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	6. Micro-surfacing (Single /Multiple Course)	Square Yard	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	7. Shoulder Paving/Widening	Ton	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	8. Hot-Mix Spot Patching Overlays (Thin Lift)	Ton	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	9. Hot-Mix Spot Mill & In-Lay	Ton	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	10. Pothole Patching and Repair - Cold-Mix Asphalt Repair	Pound	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	11. Temporary Edge Rut Repair	Ton	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	12. Permanent Edge Rut Repair	Ton	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	13. Spray Injection Patching / Mastic Patching	Pound	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	14. Hot-Mix Pavement Patching (Deep Base Patching)	Ton	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	15. White-Topping (Full Depth – Thin – Ultra Thin)	Square Yard	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	16. Roto-Milling	Square Yard	\$	(Enter QTY)	\$ 0.00
<input type="checkbox"/>	17. Traffic Control	Lump Sum	\$	(Enter QTY)	\$ 0.00
Bid Total					\$ 0.00
Option 2: Use this option if scope is well defined and one price for the complete job is desired		Unit of Measure	Price per UOM	Estimated Quantity	Line Total (Price per UOM X Est. Qty)

Pavement Preservation and Maintenance Services per Exhibit 4	Job	\$	1	\$ 0.00
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Price Match: A price match option is available for Georgia Resident, Small Businesses, and Georgia Resident Small Businesses as defined in Section C.3 of the **General Information & Instructions**. The Contractor's bid must be within 5% or up to \$10,000 of the lowest responsive and responsible bid. In the event both the lowest bidder and the next lowest bidder qualify as a Georgia Resident, Small Businesses, and Georgia Resident Small Businesses, the price match option will be void.

If you identified your company as being a Georgia Resident, Small Businesses, or Georgia Resident Small Businesses, do you agree to price match the lowest vendor's price for this bid? Check either of the three boxes below as appropriate for firm and desire to be considered for price matching.

Yes, will price match the lowest vendor's price for this bid
 No, will **not** price match the lowest vendor's price for this bid
 N/A, **not eligible** for the price match option

**Table 13.1 –Mandatory Response from Bidder:
 Bonds**

The bid bond or proposal guaranty indicated below must be mailed or delivered in a sealed envelope to the address below prior to the deadline for bid submittals.

Mailing Address for USPS

Georgia Department of Transportation
 Enter Issuing Officer's Name
 Enter Issuing Officer's Mailing Street Address
 Enter Issuing Officer's City, State, Postal Code

Physical Address for Overnight and delivery

Georgia Department of Transportation
 Enter Issuing Officer's Name
 Enter Issuing Officer's Physical Street Address
 Enter Issuing Officer's City, State, Postal Code

Bond Requirements

Any and all bonds must be issued by a company that, at the time of issuance, is authorized by the Insurance Commissioner to transact the business of suretyship in the State of Georgia, is in the most current U.S. Treasury Circular No. 570, and has an A.M. Best rating of "A" or better. In the event the bond is issued by an out of state agent, it shall be countersigned by a Georgia resident agent in accordance with the laws of Georgia. AIA (The American Institute of Architects) forms for any type of bonds are not acceptable.

Bid Bond or Proposal Guaranty

Contractor must submit a bid bond or proposal guaranty for each bid submitted to the Department. Bid bonds or proposal guarantees not received by the Department prior to the due/close date and time will not be accepted and bid rejected. The proposal guaranty must be in the form of a bid bond, certified check or cashier's check in the amount of \$1,000.00 in accordance with O.C.G.A. § 32-2-68.

Any proposal guaranty in the form of a certified check or cashier's check must be made payable to the Georgia Department of Transportation.

Performance Bond

A Performance Bond equal to 100% of the Award Price, must be provided by the successful Bidder. Bonds given shall meet the requirements of the law of the State of Georgia including, but not limited to, O.C.G.A. §13-10-1 and §32-2-70 et seq.

**Table 13.2 –Mandatory Response from Bidder:
 Attachments**

The following documents must be uploaded as a bid response in Team Georgia Marketplace prior to the deadline for bid submittals:

A. Invitation to Bid (ITB)/ Request for Quote (RFQ) Bid Form

Contractor must utilize the **Table 12 – Bid Form** provided to indicate pricing to perform the services selected in **Table 12**. Contractors must enter all information directly on **Table 12**. Contractors must enter the value from the "Line Total" column in each corresponding line of the Sourcing Event. A bid must be entered for every line that has an "x" in Table 12 in "number" (two-place decimal), not "currency" or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. (e.g., \$7.90 should be

entered as 7.90) Prices must be in US Dollars. Contractors must enter a price for each line item. Supplier must enter a value of "0" if there is no charge for the item. Cells left blank or cells containing "n/a" to indicate not available will be interpreted as "no offer" and will be cause for rejection of the bid response. The entire ITB/RFQ Bid Form must be completed in its entirety, signed by the Contractor's personnel with the authority to obligate the Contractor and attached to the sourcing event with bid response.

B. Georgia Security and Immigration Compliance Act Affidavit

In addition to initial contract award, the Contractor's continued compliance with the Georgia Security and Immigration Compliance Act will be a factor in the Department's decision to award any bids or multi-year agreements. The Georgia Security and Immigration and Compliance Act (O.C.G.A.) 13-10-91 et seq. requires Contractors to file an affidavit that the Contractor and its subcontractors have registered and participate in a federal work authorization program intended to ensure that only lawful citizens or lawful immigrants are employed by the Contractor or subcontractor. The Department is required to obtain such signed and notarized affidavits from Contractor prior to entering into any public works contract involving the Contractor's physical performance of services within the state of Georgia. A Contractor must attach to the sourcing event the affidavit at the time of bid response to be eligible for bid award.

Registration and participation in the federal work authorization program also extends to the supplier's subcontractors. Therefore, to the extent the supplier's response to the bid also identifies subcontractors; the Contractor's response must also include signed and notarized affidavits from each of the identified subcontractors. If subcontractors are not identified until after contract award, the Contractor is required to identify the subcontractors to the state entity no later than five business days from the date the supplier enters into the agreement with the subcontractor but prior to any work being performed by the subcontractor. In addition to notifying the Department of the subcontractor(s), the supplier must also submit a signed and notarized affidavit from the subcontractor(s). Contractors should note the Contractor must obtain the Department's approval prior to introducing new subcontractors.

**Table 13.3 –Mandatory Response from Bidders
Post Bid Close Submittals**

The intended awardee will be notified via e-mail of the Department's intent to accept the contractor's bid. Within **ten (10) calendar days** of the email, the intended awardee must submit hard copies of the documents listed below to the Issuing Officer referenced in Table 1, with original signatures and public notary seals. The final award is contingent on post bid submittals being received within the time period and are sufficient to meet the Department's needs.

a. **Invitation to Bid (ITB)/Request for Quotes (RFQ) Bid Form:** Original Hard copies of the ITB/RFQ Bid Form with original signature and notary seal.

b. **Current Licenses:**
List all service specific licenses that are required per the RFQC. DELETE this note after the licenses have been listed and/or if not applicable.

c. **Work Plan:**
INSTRUCTIONS: Check the needed plan below. Enter details for the required work plan below. DELETE THIS NOTE once work plan details are entered.

The awarded Contractor is required to provide a detailed description/list of the following that the contractor plans to use for the Pavement Preservation Services in this District. The description/list will be evaluated to ensure the plan is sufficient for the requested work based solely on the Department's experience and historical data for similar work or projects.

- Traffic Control Plan -
- Work Plan - Provide detailed work plan for accomplishing scope of services listed on this ITB. This shall include timelines. The Contractor's must comply with the work schedule detailed in **Table 9 – Agreement Duration.**
- Equipment - Provide a detailed list of equipment to be utilized for accomplishing scope of services listed on this ITB.
- Personnel - Provide a detailed list of personnel and titles to be utilized for accomplishing scope of services listed on this ITB.

d. **Required Insurance Coverage and Certificates of Insurance:**
The Contractor shall, prior to the issuance of the PO/NTP, procure and maintain the insurance coverage listed in subsection ARTICLE #110.B, of the Maintenance Master Services Agreement which shall protect the Contractor and GDOT (as an additional insured) from any claims for bodily injury, property damage, or personal injury throughout the duration of the work, at the Contractor's own expense. The Contractor will not

be permitted to commence any work prior to the Department acceptance of insurance coverage. Failure to retain insurance for the term of the performance of the Services will result in a cease of work and may be grounds for termination.

Table 14 – Statement of Agreement

A. The Contractor agrees that:

1. It has not submitted substitutions or alternate bids and if so done the bid will be considered non-responsive and will not be considered for award.
2. It will be paid in monthly installments in accordance with the units of measure utilized.
3. This bid may not be revoked or withdrawn after the bid closes and will remain open for acceptance for a period of 180 days following such time.
4. It will provide services at the above stated price at the time stated herein and to furnish to GDOT all required documents required herein.

B. The foregoing statement of qualifications is submitted under oath.

1. Under oath I certify that I am a principal or other representative of the firm of **Enter Contractor's Legal Name** and that I am authorized by it to execute the foregoing offer on its behalf. I am a principal person of the foregoing with management responsibilities for the foregoing subject matter and as such I am personally knowledgeable of all of its pertinent matters. We certify that this bid/proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid/proposal for the same services, materials, labor, supplies, or equipment and is in all respects fair and without collusion or fraud. We understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and bid damage awards. We agree to abide by all conditions of this bid/proposal. We certify that no person associated with our firm is an employee of, or affiliated with, GDOT or holds any statewide elective or appointed office. We further certify that no person who holds any state-wide elective or appointed office or who is associated with GDOT has been paid or promised by the firm any compensation in connection with this procurement with GDOT.
2. Information given in response to the RFQ/ITB is full, complete and truthful.
3. I further certify that the Contractor and any principal employee of the Contractor has not, in the immediately preceding five (5) years, been convicted of any crime of a multitude of felonies, nor has had their professional license suspended, revoked or been subjected to disciplinary actions.
4. I further certify that the Contractor has not been suspended or debarred from contracting with any federal, state or local government agency, and further, that the Contractor is not now under consideration for suspension or debarment from any such agency.
5. I further certify that the Contractor has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the proposer is not now under any notice of intent to default on any such contract.
6. I acknowledge, agree and authorize GDOT to certify that the Contractor acknowledges, agrees and authorizes, that GDOT may, by means that it deems appropriate, determine the accuracy and truth of the information provided by the Contractor and that GDOT may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.
7. I acknowledge that a material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia or the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.
8. Pursuant to O.C.G.A. Sec. 50-5-85, CONTRACTOR hereby certifies that it is not currently engaged in, and agrees that for the duration of this contract, it will not engage in a boycott of Israel.

C. The Contractor understands and agrees that:

1. This ITB/RFQ is being sourced through an electronic sourcing tool approved by the Department of Administrative Services and all Contractors' responses must be submitted electronically in accordance with the instructions contained in **Section 2 "Instructions to Contractors"** of the **General Information and Instructions** attached and included with the ITB. Submission of the attachments listed above constitutes the Contractor's entire bid response for this ITB/RFQ. The intended awardee will be notified by e-mail and must submit the hard copy of the bid response, with original signatures and required seals, along with any other requested documents to the Department's contact referenced in **Table 1** no later than 10 Calendar days after notification. Upon receipt of the winning Contractor's original bid package, the Department will issue a Notice of Award via a Purchase Order

which will authorize the Contractor to begin work within the terms and conditions as set forth herein.

2. With submission of a bid, the Contractor agrees that he/she has carefully examined the ITB/RFQ and all associated document, and the Contractor agrees that it is the Contractor's responsibility to request clarification on any issues in any section of the ITB/RFQ bid form, attachments or appendixes with which the Contractor disagrees or needs clarified. The Contractor also understands that failure to mention these items in the bid will be interpreted to mean that the Contractor is in full agreement with the terms, conditions, specifications and requirements therein.
3. With submission of a bid, the Contractor hereby certifies: (a) that this bid is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Contractor has not directly or indirectly included or solicited any other Contractor to put in a false or insincere proposal; (c) that Contractor has not solicited or induced any person, firm, or corporation to refrain from submitting a bid.

TEMPLATE

Table 15 - Signatures

GEORGIA DEPARTMENT OF TRANSPORTATION	Enter Contractor's Legal Name
_____ GDOT Signature	_____ Contractor's Signature (Principal Company)
_____ Typed or Printed Name Above	_____ Typed or Printed Name Above
_____ Typed or Printed Title Above	_____ Typed or Printed Title Above
ATTEST (only required if over \$1.5 Million):	I, _____, a Notary Public in and for the State of Georgia, do hereby certify that I am a Notary Public in and for the State of Georgia, and have been duly sworn in to and subscribed before me this
_____ Treasurer	_____ day of _____, 20____
	_____ Notary Public
	My Commission Expires _____

TEMPLATE

Exhibit 1 General Information and Instructions

A. General Information

1. ITB/RFQ Released

The release of the ITB/RFQ is formally communicated through the posting of this ITB/RFQ as an event in Team Georgia Marketplace™ and by a public announcement posted to the Georgia Procurement Registry, which is accessible online as follows: http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

This ITB/RFQ is being conducted through Team Georgia Marketplace™, an online, electronic tool, which allows a supplier to register, logon, select answers and type text in response to questions, and upload any necessary documents. Team Georgia Marketplace™ permits a supplier to build and save a response over time until the supplier is ready to submit the completed response. Each supplier interested in competing to win a project must complete and submit a response to this ITB/RFQ using Team Georgia Marketplace™. Therefore, each supplier MUST carefully review the instructions and training information from the following link for a comprehensive overview of the functionality of Team Georgia Marketplace™: <http://doas.ga.gov/Training/Pages/SupplierTraining.aspx>

2. Restriction of Communication

From the advertisement date of this invitation until an award notice is sent, Contractors are not allowed to communicate for any reason with any staff of GDOT, including the Commissioner, GDOT Board Members, and Legislators, except through the contact identified in Table 1 – General Information of the ITB/RFQ form. Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. For violation of this provision, GDOT reserves the right to reject the submittal of the responding Contractor.

3. Federal-Aid Highway Program Funds

It should be noted that no Federal-Aid Highway Program funds may be used to fund this contract as the procurement process considers more than just bids (via the qualification process), there are no detailed plans and/or specifications which are typically associated with construction jobs, and there are numerous other Federal requirements which have not been included in order to streamline the procurement process as well as the delivery of the work.

4. Submittal Cost and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Department will not reimburse such expenses. All submittals upon receipt become the property of the Department. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

5. Submittal of Questions and Requests for Clarification and Extensions

All questions concerning this ITB/RFQ must be submitted in writing via email to the Issuing Officer identified in Table 1 - General Information. No questions other than written will be accepted. No response other than written will be binding upon the State. All suppliers must submit questions by the deadline identified in the Schedule of Events for submitting questions. Suppliers are cautioned that the Department may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. All questions about this ITB/RFQ must be submitted in the following format:

Subject of E-mail: Tree Cutting, Pruning and Removal Services – Event # 48400-DOT0000XXX

In E-Mail include:

Company Name

Question #1, Citation of relevant section of the ITB/RFQ

Question #2, Citation of relevant section of the ITB/RFQ

B. Submittal Instructions

Submittal Instructions for Team Georgia Marketplace™

Listed below are key action items related to this ITB/RFQ. The Schedule of ITB/RFQ Events in Table 2 identifies the dates and time for these key action items. This portion of the ITB/RFQ provides high-level instructions regarding the process for reviewing the ITB/RFQ, preparing a response to the ITB/RFQ and submitting a response to the ITB/RFQ.

1. Preparing a response

As noted earlier, Team Georgia Marketplace™ allows the Contractor to answer questions by entering text and numeric responses. In addition, as noted in **Section 2** “Uploading Forms” the Contractor may also provide information by uploading electronic files. When preparing a response to the ITB/RFQ, the Contractor must consider the following instructions:

- a. Use the provided worksheets to prepare your response. Enter your responses directly into the worksheet. Unless otherwise directed, do not insert “see attached file” or similar statements) in the worksheet to reference separate documents.
- b. Proofread your response and make sure it is accurate and readily understandable.
- c. Label any and all uploaded files using the corresponding question numbers of the ITB/RFQ or any other logical name so that the Department can easily organize and navigate the Contractor’s response.
- d. Use caution in creating electronic files to be uploaded. If the Department is unable to open an electronic file due to a virus or because the file has become corrupted, the Contractor’s response may be considered incomplete and disqualified from further consideration.
- e. Use commonly accepted software programs to create electronic files. The Department has the capability of viewing documents submitted in the following format: Microsoft Word or WordPad, Microsoft Excel portable document format file (PDF), and plain text files with the file extension noted in parentheses (.txt). Use the ITB/RFQ specifically requests the use of another type of software or file format than the one listed above, please contact the Issuing Officer prior to utilizing another type of software and/or file format. In the event the Department is unable to open an electronic file because the Department does not have ready access to the software utilized by the Contractor, the Contractor’s response may be considered incomplete and disqualified from further consideration.
- f. Continue to save your response until the response is ready to be submitted. Select the “Save for Later” button at the top of the page under “Event Details” of the Sourcing Event.

2. Uploading Forms

Once the Contractor is ready to upload electronic files (completed forms or worksheets, product sheets, etc.), please follow the directions below to upload these documents in the proper location. All uploaded documents file names (attachments) must not be more than 55 characters per file. There are three places to upload completed documents:

- a. First, the “View/Add General Comments & Attachments” link contains a place for the Contractor to upload all of the documents and worksheets which were provided by the Department under the “View Event Attachments” link. Once the Contractor has completed the Event Attachments, the Contractor can then select “Add New Attachments” to upload the completed documents. The Contractor can upload as many documents as necessary in this section of the Event.
- b. Second, the Contractor can also upload documents in response to each question or bid factor which appears on the main page of the Event, which appears below the “View/Add General Comments & Attachments” link of the Event. To the right of each question or bid factor, the Contractor can select the “Add Comments or Attachments” link to either enter a written response or upload an electronic document in response to the question or bid factor. After selecting “Add Comments or Attachments”, the Contractor should select “Upload” under the “Add New Attachments” section to browse and upload an electronic file.
- c. Third, the Contractor can also upload documents in the bottom portion of the Event where pricing is requested. After selecting the comment bubble icon, the Event allows the Contractor to select “Upload” in order to include an attachment as part of the Contractor’s response. In the alternative, the Contractor can also select the link “Bid”, which also appears to the right of any line items provided in the “Enter Line Bid

Responses” portion of the Event. After selecting the “Bid” link, the Contractor can select “View/Add Question Comments and Attachments” to upload a document.

3. Reviewing the Response Prior to Submission

Each Contractor is responsible for ensuring all questions have been answered appropriately and that all necessary documents have been uploaded. Prior to final submission, please review the following checklist:

- a. Please review and confirm that the Contractor has answered all questions appropriately. Many questions require a “yes” or “no” response. Please ensure that the correct response has been selected.
- b. Please review and confirm that the most competitive response has been provided.
- c. Please confirm that all necessary files have been uploaded.
- d. Please select the “Validate Entries” button under “Event Details” at the top portion of the Event. While the “Validate Entries” feature cannot verify whether the Contractor has attached files, attached the correct files, or entered the correct responses, the “Validate Entries” feature will alert the Contractor if one or more questions in the “Event Questions” section of the Event have not been answered. The “Validate Entries” feature is a useful tool; however, it is no substitute for careful preparation and review by the Contractor. The Department will not consider the Contractor’s use of the “Validate Entries” feature as an excuse for an error committed by the Contractor in the preparation of its response.

4. Submitting the Completed Response/Bid

Once the completed response has been reviewed by the Contractor, click the “Submit Bid” button at the top of the page under the “Event Details” section of the Event. All information entered by the Contractor into Team Georgia Marketplace™ but not submitted prior to the submission deadline will not be released to the Department and will not be eligible for award. Only after a Contractor selects the “Submit Bid” button, will the response to the ITB/RFQ be electronically time-stamped the Contractor’s response and sending a confirmation email to the contractor’s email address. Please note that submission is not instantaneous; therefore, each Contractor must allow **ample time for its response to be submitted prior to the deadline.**

5. Review, Revising, or Canceling a Submitted Response

After the response has been submitted, the Contractor may view and/or revise its response by logging into Team Georgia Marketplace™ and selecting the ITB/RFQ event number and the “View/Edit” feature for the Contractor’s previous response. Please take note of the following:

- a. **REVIEW ONLY.** In the event the Contractor only wishes to view a submitted response, the Contractor may select “View/Edit”. Once the Contractor has finished viewing the response, the Contractor may simply exit the screen. **DO NOT SELECT “Save for Later.”** Team Georgia Marketplace™ recognizes any response placed in the “Save for Later” status as a work in progress and withdraws the originally submitted bid. As a result, unless the Contractor selects “Submit” prior to the closing date and time, no response will be transmitted to the Department.
- b. **REVIEW AND REVISE.** In the event the Contractor desires to revise a previously submitted response, the Contractor may select “View/Edit” and then revise the response. If the revisions cannot be completed in a single work session, the Contractor should save its progress by selecting “Save for Later.” Once revisions are complete, the Contractor **MUST** select “Submit” to submit its corrected response. Please permit adequate time to revise and then resubmit the response. Please note submission is not instantaneous and may be affected by several events, such as the Contractor temporarily losing a connection to the Internet.
- c. **AS EACH CONTRACTOR IS SOLELY RESPONSIBLE FOR RESUBMITTING ITS RESPONSE PRIOR TO THE ITB/RFQ END DATE AND TIME TO ENSURE THE RESPONSE MAY BE CONSIDERED BY THE DEPARTMENT, PLEASE USE CAUTION IN DECIDING WHETHER OR NOT TO MAKE REVISIONS.** The State will assume no responsibility for a Contractor’s inability to correct errors or otherwise make revisions to the submitted response or the Contractor’s inability to resubmit a response prior to the ITB/RFQ end date and time.
- d. **WITHDRAW/CANCEL.** In the event the Contractor desires to revise a previously submitted response, the Contractor may select “View/Edit” and then select “Save for Later”. Team Georgia Marketplace

recognizes any response placed in the "Save for Later" status as a work in progress and *withdraws the originally submitted bid*. As a result, unless the Contractor selects "Submit" prior to the closing date and time, no response will be transmitted to the Department. In the event a Contractor desires to withdraw its response after the closing date and time, the Contractor must submit a request in writing to the Issuing Officer.

6. Help Desk Support

For technical questions related to the use of Team Georgia Marketplace™, including assistance with finding, opening and uploading documents, Contractors have access to phone support through the DOAS Customer Service Help Desk at 404-657-6000, Monday through Friday 8:00 AM to 5:00 PM EST excluding State Holidays or any other day state offices are closed such as furlough days or closings in response to inclement weather. Contractors can also email questions to:

ProcurementHelp@doas.ga.gov

The Department reserves the right to approve or reject such requests as the Department deems necessary.

C. Cost/Pricing

1. General Pricing Rules

By submitting a response, the supplier agrees that it has read, understood, and will abide by the following instructions/rules:

- a. The submitted pricing must include all costs of performing pursuant to the resulting award; and
- b. Bids Containing a minimum order/ship quantity or dollar value, unless otherwise called for in the RFQ, will be treated as non-responsive and may not be considered for award;
- c. The supplier is required to provide net prices. In the event there is a discrepancy between a supplier's unit price and extended price, the unit price shall govern;
- d. **In the event there is a discrepancy between (1) the supplier's pricing as quoted on an uploaded, detailed bid form (Table 12) and (2) the supplier's pricing as quoted by the supplier in one or more single line entries directly into the Sourcing Event, the pricing as quoted by the supplier in one or more single line entries directly into the Sourcing Event shall govern;** and
- e. The prices quoted on the ITB/RFQ form shall be firm throughout the term of the resulting award, unless otherwise noted in the ITB/RFQ form; and
- f. Any cash discount offered by the Department must be clearly identified in the supplier's response. In the event the State Entity offered a cash discount, the period of computation will commence on the date of delivery, or receipt of a completed invoice, whichever is later; and
- g. Unless otherwise specified in the terms and conditions attached to the ITB/RFQ, all product deliveries will be F.O.B. destination and shipping charges must be included in the quoted cost; and
- h. Unless expressly permitted by the ITB/RFQ, responses containing provisions for late or interest charges cannot be considered compliant. Suppliers must "strike through" any such provisions in printed forms and initial such provisions prior to submitting a response to the State Entity; and
- i. Responses containing prepayment and/or progress payment requirements may be determined non-responsive unless otherwise permitted by the ITB/RFQ; and
- j. Unless permitted by the ITB/RFQ, responses requiring payment from the State Entity in less than thirty (30) days will be considered non-responsive; and
- k. The State of Georgia is exempt from certain taxes and no provision for such taxes should be included in the supplier's response.

2. Cost Structure and Additional Instructions

The State Entity's intent is to structure the cost format in order to facilitate comparison among all Contractors and foster competition to obtain the best market pricing. Consequently, the State Entity requires that each supplier's cost be structured as directed in the ITB/RFQ. Additional alternative cost structures will not be considered. Each supplier is hereby advised that failure to comply with the ITB/RFQ instructions, submission of an incomplete offer, or submission of an offer in a different format than the one requested may result in the rejection of the supplier's response.

3. Price Matching

A price matching option will be available for Georgia Resident, Small Businesses, and Georgia Resident Small Businesses Contractors must indicate its status as a Georgia Resident, Small Businesses, or Georgia Resident Small Businesses as requested in the solicitation based on the following criteria:

- a. Georgia Resident Businesses - Georgia resident business refers to any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia, provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure(O.C.G.A) Section 50-5-121, 50-5-122.
- b. Small Businesses: Small business refers to a business which is independently owned and operated with either fewer than 300 employees or less than \$30 million in gross receipts per year (O.C.G.A) Section 50-5-121, 50-5-122. and/or,
- c. Georgia Resident Small Businesses: Georgia Resident Small Business refers to any business that meets both criteria of Small Business and Georgia Resident Business as defined at

The ability to price match will only be granted to responsive and responsible bidders that are within 5% up to \$10,000 of the lowest responsive and responsible bid. The indication by a supplier that the supplier will price match does not constitute further negotiation of price. In the event both the lowest bidder and the next lowest bidder qualify as a Georgia Resident, Small Businesses, and Georgia Resident Small Businesses, the price match option will be void.

D. Selection Information

1. Selection Process

Once the deadline for bids has passed, bids will be opened and reviewed to determine all mandatory requirements have been addressed properly. Awards which are identified as correctly addressing all mandatory requirements will be awarded and the total amount of the bid will be evaluated. The award will be made to the bidder deemed to have submitted the lowest responsive and responsible bid.

The winning Contractor will be notified in writing via email and will be given ten (10) Calendar days to provide the required documents referenced in section D-2, Post Bid Close Submittals. If the Contractor does not provide the required documents by the deadline, the Contractor may be deemed "non-responsive" and may no longer be considered for award. At that point, the next lowest bidder will be notified via e-mail of the Department's intent to accept the next lowest bidder's bid.

2. Unbalanced Bids

- a. An unbalanced bid is defined as either mathematically unbalanced or materially unbalanced. A mathematically unbalanced bid is one containing lump sum or unit bid items which do not reflect reasonable actual costs plus a reasonable proportionate share of the bidder's anticipated profit, overhead costs, and other indirect costs, which he/she anticipates for the performance of the items in question. A bid is materially unbalanced if there is a reasonable doubt that award to the bidder that submitted a mathematically unbalanced bid will result in the lowest ultimate cost to the Government.
- b. All bids are subject to review for prices that are either in excess of or below the reasonable cost as compared to the Department's estimate and historical prices kept for related services by the Department. The submittal of an unbalanced bid may result in the rejection of the Contractor's bid. If the low bid proposal is determined to be materially unbalanced to the potential detriment of the Department, it will be considered irregular and will be rejected as nonresponsive.
- c. Once the Department receives the required Post Bid Close submittals, a Purchase Order will be issued which will serve as the Notice to Proceed.

3. Award

Lowest, Responsive and Responsible: Any award(s) resulting from this ITB/RFQ will be made to the lowest, responsive and responsible Contractor meeting all specifications. The Department reserves the right to select one or more suppliers for award and to award all items to one or more suppliers, individual line items to one or more suppliers, or subcategories of products/services to one or more suppliers when to do so is in the best interests of the State of Georgia.

4. Award Conditions

This ITB/RFQ and any bid submitted in response, regardless of whether the bid is determined to be the lowest cost, is not binding upon the Department and does not obligate the Department to procure or contract for any services. Neither the Department nor any party submitting a bid shall be bound unless and until the bid is mutually accepted by both parties. The Department will issue a Notice of Award announcing the Department's selection. The Department will issue a Purchase Order to the awarded Contractor which will represent Department's acceptance of the Contractor's bid.

The Department reserves the right to waive non-compliance with any requirements of this ITB/RFQ and to reject any or all bids submitted in response. Upon review of all bid responses, the Department will determine the party(s) and bids that in the sole judgment of the Department is in the best interest of the Department (if any is so determined) with respect to the evaluation criteria stated herein.

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Exhibit 2 Exclusions from General Provisions

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Express Interests
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

TEMPLATE

Exhibit 3

Project Scope of Work

ITB/RFQ # 48400-DOT000xxx

A. Scope of Work to be Performed

The Contractor will be required to perform prep work, removal, installation and cleanup for Pavement Preservation and Maintenance Services defined in this ITB. The majority of the work will occur on the Interstate and State Route system. The Contractor shall supply labor, equipment, tools, means of transportation, traffic control, and incidentals to perform work in accordance to specifications, and to ensure a safe work environment for employees and the traveling public within the time schedule specified.

1. Scope

Work under this RFQ/ITB consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform the services. Contractor must furnish equipment in good operating condition and operated by properly trained and qualified personnel. The Contractor must make a good faith effort to furnish the Department the fully operational equipment needed to perform Pavement Preservation and Maintenance Services at such time, and at such location(s) as directed by the Engineer. Prior to start of work, Contractor must inspect equipment to ensure the equipment is fully operational for the performance of its intended purpose. The Contractor will also be responsible for any traffic control, licenses, and permits required to satisfy the duties required herein.

2. Deliverables

Delivery of Pavement Preservation and Maintenance Services shall be in accordance with the contract terms. The following deliverables are expected for work performed at the locations listed in the Attachment 1 – Appendix 1 - Locations, Descriptions and Estimated Quantities.

INSTRUCTIONS: Click here to note the the metrics expected for specific task the ITB is designed for from the Contractor. Describe mileage that will be covered, estimated frequency, and the type of applications. Note any special requirements.

3. Quality Acceptance

General Provisions 104.01 through 15.

INSTRUCTIONS: Click here to note the acceptance criteria for the services performed and products received before the project deliverables are accepted. Acceptance criteria can include performance measures and regulatory requirements.

4. Personnel and Subcontractors

4.1 Personnel

A. Supervisor

At all times, have on the work site as the Contractor's agent, a competent, English speaking Supervisor, thoroughly experienced in the type of work being performed. The Supervisor's main duties are to supervise the work crew. Supervisor may serve as a Worksite Traffic Control Supervisor (WTCS) if properly certified. The Contractor's Supervisor shall:

1. Have a working cell phone with them during duty hours;
2. Be available at the work site when the work is being performed under this Contract, and as requested;
3. Act as the Contractor's authorized agent in all communications with the Department; and
4. Be responsible for inspecting and reporting the need for major or emergency work to the Engineer immediately.

B. Crew

Utilize the same crew(s) to perform the work in accordance with the requirements herein, whenever possible, so that the personnel can remain familiar with the Project.

1. Provide staff and staffing levels able to perform the work in accordance with the requirements herein.
2. Use personnel who are competent, experienced, and skilled in all aspects of Pavement Preservation and Maintenance Services. The personnel performing these services will be under the sole responsibility of the Contractor.

4.2 Sub-Contractors

The Department expects the awarded contractor to be fully able to complete the Work as detailed in this Contract. The Department may, at its discretion, consider the use of subcontractors to accomplish the Work.

- A. If the Department approves the use of a subcontractor, the Contractor will be held wholly responsible for the actions, quality, and timeliness of all work performed by the subcontractor. The Department will communicate with the Contractor's Supervisor regarding all work performed by the subcontractor.
- B. All requests to hire a subcontractor must be approved in writing. A minimum of ten (10) working days is needed to evaluate a request. The written request from the contractor must include the following:
 - C. A justification for the need to hire a subcontractor;
 1. The name, address, and phone number of the proposed subcontracting company;
 2. The number of employees proposed;
 3. The locations of work and revised work schedule; and
 4. The revised work crew roster list.
 - D. Required documentation: If a subcontractor is utilized, the Contractor shall obtain and provide to the Department the notarized Georgia State and Immigration Compliance Act Affidavit within five (5) business days of determining on which subcontractor to utilize.
 1. A notarized original copy of the Georgia State and Immigration Compliance Act Affidavit; and

These forms must be received from the sub-contractor annually when the Prime's contract is renewed. The Department may request these forms must be available to GDOT personnel on request.

5. Traffic Control Plan

For Section 150 or Traffic Control in Table 6, attach the special provision and/or you may provide additional traffic control requirements in this section. DELETE this note after traffic control requirements are decided.

Note: When there is an occurrence of conflicting requirements between Specifications and the MUTCD, the more stringent requirement shall control.

6. Utility Conflicts

If applicable to the services to be performed under this ITB, the Contractor shall be responsible for requesting and obtaining utility location marking in a manner that does not interfere with the deadlines established in **Table 8** of the ITB. Contractor shall comply with Georgia Law by ensuring buried utilities are properly marked. They may do so by contacting 811 via web site: www.georgia811.com or by submitting a request on-line or by telephone. Contractor shall perform no work until the site is marked, or that the Georgia811 organization indicates that there are no buried utilities at the location. Utility owners should be contacted a minimum of three (3) business days prior to the commencement of operations. Contractor may not commence work until utilities have been marked at the worksite(s).

The Contractor shall promptly notify the Department when the marking has been requested and when it has been accomplished. An email from the Contractor's supervisor to the Engineer, or his designee, shall be sufficient notification. Utility owners should be contacted a minimum of 48 hours prior to the commencement of operations. Special care shall be used in working around or near existing utilities; protecting them when necessary to provide uninterrupted service. In the event that any utility service is interrupted, the Contractor shall notify the utility owner immediately and shall cooperate with the owner, or his representative, in the restoration of service in the shortest time possible.

Special care shall be used in working around or near existing utilities; protecting them when necessary to provide uninterrupted service. In the event that any utility service is interrupted, the Contractor shall notify the utility owner immediately and shall cooperate with the owner, or his representative, in the restoration of service in the shortest time possible.

Existing fire hydrants shall be kept accessible to fire departments at all times. The Contractor shall adhere to all applicable regulations and follow accepted safety procedures when working in the vicinity of utilities in order to insure the safety of workers and the public.

7. Scheduling and Limitations

7.1 Scheduling

The Contractor shall schedule all work to ensure the least inconvenience and the utmost in safety to the traveling public, the Contractor's, and the Department's forces. The Contractor shall move equipment or materials on or across a traveled way in a manner as not to unduly interfere with traffic. The Department shall have the authority to suspend or stop the Work if weather conditions are such that the Work may be compromised or there is a threat to the safety of the traveling public.

The Department will require the awarded vendor to begin and complete work within the timeframe identified in **Table 9**. The Contractor is required to schedule, with the Department, the start of any work related to this ITB a minimum of 48 business hours in advance. The Contractor must also confirm the schedule or inform the Department of any changes to the schedule each morning work is to be performed. Completion of work includes Department Inspections and any work required to correct deficiencies noted by Department.

7.2 Limitations

A. Lane Closures

The Contractor shall implement the required work of installing, maintaining, and removing the traffic control devices, lane closures and restrict traffic to existing traffic pattern. The Contractor shall detail any required lane closures in the Traffic Control Plan, to be included in the work plan, for Engineer approval.

B. HOLIDAY LANE CLOSURE RESTRICTIONS

In addition, the Contractor shall not close or narrow a lane of traffic, detain and/or alter the traffic flow on or during holidays, holiday weekends, special events, or any other time when traffic is unusually heavy, including but not limited to, the following:

1. New Year's Day, between the hours of 6:00 a.m. December 31st and 8:00 p.m. January 2nd. If New Year's Day is on a Friday, Saturday, Sunday or Monday, then until 8:00 p.m. the following Tuesday
2. Memorial Day, between the hours of noon on the Friday before and after 9:00 a.m. on the Tuesday after.
3. Independence Day, between the hours of noon the day before Independence Day and 8:00 a.m. the day after Independence Day.
If Independence Day is on a Friday, Saturday, Sunday or Monday, then between the hours of noon the Thursday before Independence Day and 8:00 a.m. on the Tuesday after Independence Day
4. Labor Day, between the hours of noon Friday and 9:00 a.m. Tuesday.
5. Thanksgiving Day, between the hours of noon Wednesday and 9:00 a.m. Monday.
6. Christmas, between the hours of noon Christmas Eve and 9 a.m. the day following the holiday.

7. Holidays and holiday weekends shall include New Years, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.
8. The time of availability for the Work shall be the time the Contractor has all lane closures and traffic control in place for the Work based on the time restrictions listed above or as specified in the approved Traffic Control Plan.
9. The completion time for the Work shall be the time the Contractor is required to complete the removal of all traffic control devices for lane closures according to the time restrictions stated above, or in the approved Traffic Control Plan, and place traffic in the existing traffic pattern.
10. Failure to remove the lane closures within the time restrictions above, or within the restrictions specified in the approved Traffic Control Plan, will result in the assessment of non-refundable deductions against the Contractor.

C. Conflict with Holidays/Special Events:

Should the Contractor's proposed maintenance schedule conflict with a holiday or special event and, in the opinion of the Department, negatively impact traffic flow, the Department reserves the right to restrict maintenance operations by notifying the Contractor within forty-eight (48) hours prior to the scheduled maintenance activity. Additionally, the Department reserves the right to cancel or suspend activity when, in the sole opinion of the Department, there is the possibility of a hazard to the motoring public or maintenance personnel within the confined traffic work area established by the Contractor.

B. Special Terms and Conditions

1. Inspections and Non-Compliance

1.1 Inspections

The Department will perform inspections to:

- A. Ensure that required traffic control measures are taken to keep the traveling public, the Contractor and employees of DOT safe.
- B. Ensure that the Contractor adheres to the contract requirements by inspecting during and after Pavement Preservation and Maintenance Services.

Inspections should be during operations and after operations to assess quality and proper completion. The Department may record inspections by taking photos of Contractors with date/time stamp application. The photos will be used to document issues with application performance.

The Department will complete the GDOT Inspection/Compliance Form after inspecting the work in progress and completed work. Upon inspection, the Engineer will notify the Contractor the Department's acceptance or rejection of the Work. All deficiencies in the Work noted by the Engineer shall be corrected by the Contractor within twenty-four (24) hours after notification unless noted otherwise. The Contractor will be expected to sign the complete GDOT Inspection/Compliance Form.

1.2 Non-Compliance:

When the Department determines that the Contractor has failed to perform the Work to the terms of the Contract, the Contractor shall be deemed in Contract Non-Compliance.

- A. The Department may withhold all payments if non-compliance as described in section 101 occurs until non-compliant actions are corrected.
- B. Work deficiencies not identified during inspection referenced in above in section 1.01 will be reported to the Contractor by facsimile or electronic mail within seventy-two (72) hours.

2. Measurement and Non-Refundable Deductions

2.1 Measurement

The services covered under the scope of work of this ITB will be measured and accepted by the units in Table 12. Incidentals will be included in the established pay items or if lump sum (job) they will be included in the overall bid.

2.2 Non-Refundable Deductions

- A. If the Department determines that the Contractor has failed to comply with work required under the terms of the ITB, the Contractor may be deemed in non-Compliant and subject to non- payment(s), non-refundable deductions and/or termination. If the contractor is deem non-compliant, the Department may exercise the following:
 1. Performance deficiencies will be reported to the Contractor, by facsimile, within seventy-two (72) hours of Non-Compliance identification(s). A written copy of the facsimile will be mailed to the Contractor.
 2. If the deficiencies in the Work shown below are not corrected within the twenty-four (24) hour time period to the satisfaction of the Engineer, non-refundable deductions may begin and may continue daily until the work has been corrected to the satisfaction of the Engineer.
 3. Any non-refundable deductions will be deducted from the Contractor's invoice for payment.

B. The following are applicable non-refundable deductions:

Specification Non-compliance / Deficient Work	Amount
In the event that the Contractor fails to respond within fifteen (15) calendar days from the date of notification that work is required, non-refundable deductions will be charged against the Contractor for every calendar day beyond the fifteen (15) calendar days.	\$1,000.00/calendar day
Failure to comply with Traffic Control Restrictions	\$2,500.00 per 15 minutes
Damage to existing infrastructure	At Cost

3. Warranty

The contractor shall provide any available manufactures' warranty for all parts and assemblies furnished with this contract. Warranty must cover all replacement parts and labor.

4. Department's Right to Cancel or Suspend Work

The Department reserves the right to cancel or suspend repair or maintenance operations of the Contractor when, in its sole judgment, conditions warrant. The following are not all inclusive but are representative of conditions that may be in effect and may cause the Department to cancel or suspend Contractor maintenance repair activities and removal from road, all equipment, personnel, material etc. including the lane closures in effect. The Department will have the right at any time to require the Contractor to put an immediate stop to any procedure, or the use of any equipment (chemical, material, etc., if applicable) considered by the Department to be hazardous (or toxic) to persons, buildings, or surfaces. The Contractor will utilize acceptable substitutes as quickly as possible. The Department has the right to require the Contractor to remove any employee from the premises temporarily or permanently when in the Departments sole opinion the employee is not suitable. The Contractor will remove this employee immediately and replace as quickly as possible.

5. Construction Projects

The Department reserves the right at any time to Contract for and/or perform other or additional work on or

near the Work covered by the Contract. If a road/parking lot/facility rehabilitation or improvement project is under construction or will be under construction where maintenance is scheduled, each contractor shall conduct the Work so as not to interfere with or hinder the progress or completion of the Work being performed by other Contractors. Contractors working on the same Project shall cooperate with each other.

Each Contractor involved shall assume all liability, financial or otherwise, in connection with this Contract and shall protect and save harmless the Department from any or all damages or claims that may arise because of inconvenience, delay, or loss experienced by him because of the presence and operations of other Contractors working within the limits of the same Project.

The Contractor shall arrange the Work and shall place and dispose of the materials being used so as not to interfere with the operations of the other contractors within the limits of the same Project. The Contractor shall join his work with that of the others in an acceptable manner and shall perform it in proper sequence to that of the others.

6. Damages

The Contractor must report any and all incidents or accidents that occur while performing service. All personal injury, vehicle and property damage accidents are to be verbally reported immediately by calling the District Engineer followed by a written report to the District Engineer, the Engineer inspecting the work, or his designee, within two (2) business days of any incident or accident. Contractor shall describe in full detail what occurred, and the extent of injury and damage, and shall provide the names of those individuals involved along with their contact phone number.

In the event that any damage to State infrastructure occurs during progress of the work and is caused by work operations, the Contractor shall be required to repair or replace the damaged item with a like item at the Contractor's expense. In the event that damage occurs during progress of the work and is caused by work operations and the item is to be repaired or replaced utilizing Department property, supplies, or personnel, the cost of the repair or replacement shall be calculated and deducted from the Contractor's payment.

7. Bid Substitutions, Alternates, Exceptions, and Extensions

No substitutions or alternates will be accepted for this bid. Any Contractors submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

Exhibit 4
Appendix 1 - Locations, Description and Estimated Quantities

INSTRUCTIONS: ENTER LOCATION, DESCRIPTION, AND ESTIMATED QUANTITIES referenced in table 3 here. Note:
The Project Scope of Services information above is generic. Before advertising the ITB, review and edit the Project
Scope of Services information to ensure it is compatible with the project specific information inserted into Tables 3 through
13.3 and Appendix 1 **DELETE THESE INSTRUCTIONS AND NOTE AFTER ENTERING LOCATION, DESCRIPTION,
AND ESTIMATED QUANTITIES**

TEMPLATE

APPENDIX 1
 GDOT INSPECTION/COMPLIANCE FORM

Pavement Preservation and Maintenance Services at various locations along the State of Georgia

Contractor's Name: _____ ITB/RFQ # _____

Inspection Location: _____ Date: _____ District #: _____

GDOT Inspector Name & Title: _____

Inspection During Applications	Compliant	Non-Compliant	Not-Applicable	Comments	Correction Date
Supervisor –on-site during work operations					
Adequate Staffing					
Equipment Mechanically worthy and/or appropriate					
Utilities properly marked					
WTCS Certification available on-site for inspection					
Traffic Control properly done					
Completed Quality Acceptance					
1. Crack Seals & Seals					
2. Surface Treatments/ Chip Seals/Slurry Seal					
3. Fog Seal/Seal Coats					
4. Scrub Seal					
5. Micro/Slurry Seal (Single /Multiple Course)					
6. Micro-surfacing (Single /Multiple Course)					
7. Shoulder Paving/Widening					
8. Hot-Mix Spot Patching Overlays (Thin Lift)					
9. Hot-Mix Spot Mill & In-Lay					
10. Pothole Patching and Repair - Cold-Mix Asphalt					

TEMPLATE

Repair					
11. Temporary Edge Rut Repair					
12. Permanent Edge Rut Repair					
13. Spray Injection Patching / Mastic Patching					
14. Hot-Mix Pavement Patching (Deep Base Patching)					
15. White-Topping (Full Depth – Thin – Ultra Thin)					
16. Roto-Milling					

TEMPLATE



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	
Address:	
Solicitation/Contract No.:	Click here to enter text.
Solicitation /Contract Name:	Click here to enter text.

TEMPLATE

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program through the E-Verify program, and any subsequent replacement program, in accordance with the applicable provisions and definitions 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 sub-contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91. The Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

 Federal Work Authorization User Identification Number
 (EEV/E-Verify Company Identification Number)

 Date of Authorization

 Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct

 Printed Name (of Authorized Officer or Agent of Contractor)

 Title (of Authorized Officer or Agent of Contractor)

 Signature (of Authorized Officer or Agent)

 Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
 ____ DAY OF _____, 201__

 Notary Public

[NOTARY SEAL]

My Commission Expires: _____
 Revised 12/13/2016



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	
Sub-Contractor's (Your) Name	
Sub-Contractor's Address:	
Solicitation/Contract No.:	Click here to enter text.
Solicitation /Contract Name:	Click here to enter text.

SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services under a contract with _____ (name of Contractor) on behalf of the Georgia Department of Transportation 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b).

Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor shall forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby certifies that the federal work authorization user identification number and date of authorization are as follows:

 Federal Work Authorization User Identification Number Date of Authorization
 (EEV/E-Verify Company Identification Number)

 Name of Sub-Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct

 Printed Name (of Authorized Officer or Agent of Contractor)

 Title (of Authorized Officer or Agent of Contractor)

 Signature (of Authorized Officer or Agent)

 Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 201__

[NOTARY SEAL]

 Notary Public

My Commission Expires: _____

DEPARTMENT OF TRANSPORTATION
 FORM GDOT-SP402 ITB Bid Bond

STATE OF GEORGIA

BID BOND

PRINCIPAL (BIDDER)

SURETY

INVITATION TO BID: COUNTY(IES)

AMOUNT OF BOND DATE BOND EXECUTED

\$1000

KNOW ALL MEN BY THESE PRESENTS that the Principal (Bidder) and Surety named above are held and firmly bound unto the DEPARTMENT OF TRANSPORTATION, STATE OF GEORGIA, in the full and just sum of the amount stated above in lawful money of the United States of America, to be paid to the Obligee, the amount of which is to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, to the full satisfaction of the Obligee.

WHEREAS, the Principal named above is submitting a Proposal to the Oblige for the work identified by the project number(s) stated above and located in the county of _____ at _____

UNLESS SPECIFICALLY PROVIDED BY A SPECIAL PROVISION, NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the said Principal is awarded the contract for which the proposal is submitted, said Principal shall, pursuant to Paragraph #104 of the Maintenance Master Services Agreement after contract award within ten (10) days after the contract forms for the above noted Invitation to Bid have been mailed to the Principal execute said contract and shall give satisfactory contract bond (on forms supplied by Oblige) which guarantees complete performance under the contract and the payment of all legal debts. If the Principal fails to do so, the Bond shall remain in full force and effect.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS AND AFFIXED THEIR SEALS:

ATTEST BY SECRETARY OR ASST. SECRETARY (1) <div style="text-align: center;">(SEAL)</div>	CORPORATE PRINCIPAL (1) <div style="text-align: center;">(SEAL)</div>
ATTEST BY SECRETARY OR ASST. SECRETARY (2) <div style="text-align: center;">(SEAL)</div>	CORPORATE PRINCIPAL (2) <div style="text-align: center;">(SEAL)</div>
WITNESS (1)	INDIVIDUAL OR PARTNERSHIP PRINCIPAL (1) <div style="text-align: center;">(SEAL)</div>
WITNESS (1)	BY OWNER OR PARTNER (1) <div style="text-align: center;">(SEAL)</div>
WITNESS (2)	INDIVIDUAL OR PARTNERSHIP PRINCIPAL (2) <div style="text-align: center;">(SEAL)</div>
WITNESS (2)	BY OWNER OR PARTNER (2) <div style="text-align: center;">(SEAL)</div>
NOTARY PUBLIC	SURETY <div style="text-align: center;">(SEAL)</div>
MY COMMISSION EXPIRES:	BY AGENT OR ATTORNEY-IN-FACT

NOTE: Surety must be company acceptable as Surety on Federal Bonds. Power of Attorney showing authority of Surety's Agent or Attorney-in-Fact shall be furnished. Affix Corporate Seals of Bidder (if a corporation) and Surety. Secretary or Assistant Secretary must attest signature of corporate officer.

DEPARTMENT OF TRANSPORTATION FORM GDOT-SP403 ITB Performance Bond		STATE OF GEORGIA Bond No.
	PERFORMANCE BOND	
CONTRACTOR (BIDDER)		

SURETY COMPANY	
----------------	--

INVITATION TO BID:	COUNTY(IES)
--------------------	-------------

ORIGINAL CONTRACT AMOUNT (Must be Equal to the ITB Award Amount)	DATE BOND EXECUTED
---	--------------------

KNOW BY ALL PERSONS THESE PRESENTS, that we, the above named Contractor as Principal, and the named Company duly authorized to transact the business of suretyship in the State of Georgia, herein designated as Surety, are bound firm and bound "jointly and severally" as well as "severally" only, unto the Department of Transportation as Obligee (hereinafter called the Owner) in the penal sum of 20% of the Original Contract Amount.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all authorized continuation of said contract that may hereafter be made, then this obligation shall be void; otherwise, it shall remain in full force. It is mutually understood and agreed between the Principal, Surety, and Owner that this bond is to be construed as being in compliance with and subject to the provisions of Article 13, Section 1 of the Official Code of Georgia Annotated. The Surety's aggregate liability hereunder shall in no event exceed the penal sum set forth above.

No claim, suit or action shall be brought hereunder after the expiration of one (1) year following the date of the completion of the contract and the acceptance of the work by the Owner; this limitation is a public policy of law, controlling the construction hereof, such limitation shall be deemed to be amended to equal the minimum period of limitation provided by law.

No right of action shall accrue on this bond for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators or successors of Owner.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS AND AFFIXED THEIR SEALS THIS _____ DAY OF _____, 20__ :

SIGNATURE OF WITNESS FOR CONTRACTOR	SIGNATURE OF CONTRACTOR
-------------------------------------	-------------------------

(SEAL)

PRINTED NAME OF WITNESS FOR CONTRACTOR	PRINTED NAME OF SIGNED
--	------------------------

SIGNATURE OF WITNESS FOR SURETY	SIGNATURE OF SURETY'S ATTORNEY-IN-FACT
---------------------------------	--

(SEAL)

BY GEORGIA RESIDENT AGENT (IF APPLICABLE)	NAME AND ADDRESS OF ATTORNEY-IN-FACT
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(SEAL)

NAME AND ADDRESS OF GEORGIA RESIDENT AGENT (IF APPLICABLE)	NAME AND ADDRESS OF ATTORNEY-IN-FACT
--	--------------------------------------

NOTE: Surety must, at the time of issuance, be on the United States Treasury's listing of certified companies and have a Best Policyholders Rating of "A-" or better. Power of Attorney showing authority of Surety's Attorney-in-Fact shall be furnished. Affix Corporate Seals of Bidder (if a corporation) and Surety. Secretary or Assistant Secretary must attest signature of corporate officer.